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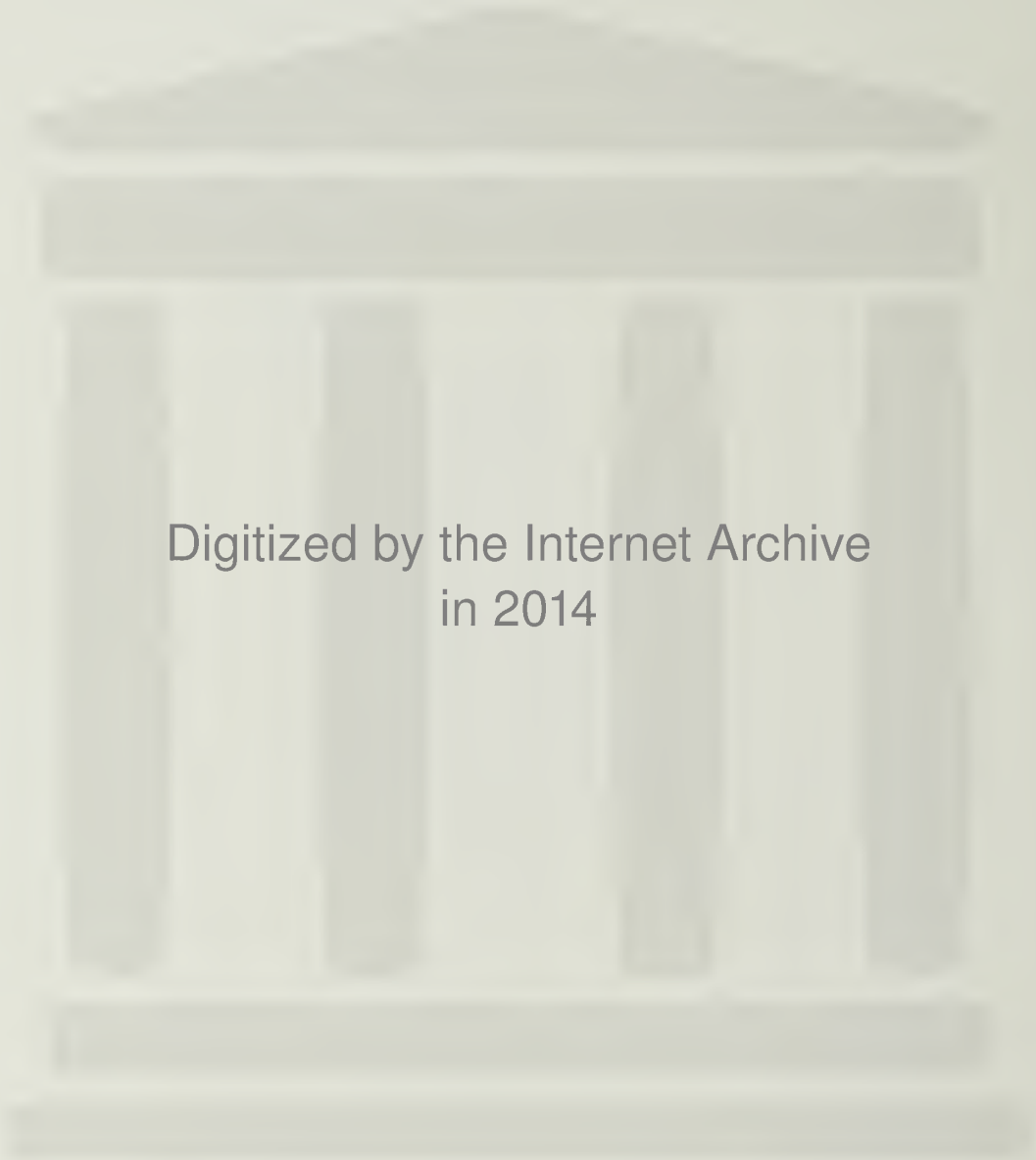
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Minutes

DOCUMENTS DEPT.

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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
JANUARY 5, 1988

The regular meeting of the San Francisco Public Library Commission was held Tuesday, January 5, 1988 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by President Bransten.

On roll call the following Commissioners were noted present: Bransten, Callanan, Richardson, Stern, Stong and Wong. Commissioner Normandy was excused.

It was moved by Commissioner Callanan and unanimously approved that the December 1, 1987 Commission meeting minutes be approved with the following addition:

Page 1, President's Report, #3, Paragraph 2: "Commissioner Richardson suggested that in response to the letter from the Mayor, a letter be sent from the members of the Commission thanking her for the pleasure of serving in her administration."

It was moved by Commissioner Callanan and unanimously approved that the December 14, 1987 special Commission meeting minutes be approved as submitted.

PRESIDENT'S REPORT
Commissioner Edward Bransten

1. No report.

CITY LIBRARIAN'S REPORT
Kenneth Dowlin

1. Mr. Dowlin requested that the initial presentation of the strategic plan draft be postponed until the regular February monthly meeting. Commissioner Stong requested that it be submitted to the Operations Committee for review prior to the February meeting.

2. A memo has been sent to staff, Commissioners and the Mayor's Office clarifying the role of the assistant city librarian within the organization. The memo also includes codification of the administrative team, the creation of a management council and the establishment of quarterly general staff meetings.

   Mr. Dowlin clarified that Civil Service procedures will be followed to fill the position of assistant city librarian which will require a civil service test and list of eligible candidates. In the interim, Karen Scannell will be acting in that position.

3. There was a very nice inaugeration of the San Francisco - Manila Sister City Friendship Collection by the Mayor. Please stop by the Excelsior Branch to see the collection.

4. On January 14, a budget hearing will be held with the Finance Committee of the Board of Supervisors to discuss the 87/88 budget and consider the 88/89 budget.

5. Mr. Walsh will not be in the office this week because of the death of his father. President Bransten requested a letter be sent from the commission extending their condolences.

LIBRARY REPORTS
LIBRARIAN'S GUILD

1. No report.

OTHER STAFF REPORTS

1. None.

FRIENDS OF THE LIBRARY REPORT

1. The library gala event originally planned for March 24 has been postponed. Discussions with potential corporate sponsors indicated that now is not a good time to host this type of event due to a combination of factors including the economy, city budget and new mayor.

2. A preliminary report from Marts and Lundy indicates that the fundraising feasibility study is going very well. To date, most respondents interviewed have indicated that they agree with the need for a new main, believe that it is appropriate to raise private funds to build a better library than would be possible with only public funds, would vote for a bond issue and would give to the private fundraising campaign.

   It has been suggested that the private campaign be launched after passage of the bond issues; public relations efforts emphasize the role of the library in the educational system; and that there be better coordination of the various entities (Library Commission, Friends, The Main Committee, Foundation, KLA, etc.) involved in the project. A complete written report will be available in February.

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3. At their last meeting, members of the Main Committee voted to request that Commissioner Stong ask the commission to legitimize their involvement in the design architect selection process. Specifically, they asked that the Commission request their involvement in the selection of the design architect.

4. The San Francisco Chamber of Commerce is assisting in our lobbying for SB 181. They are contacting the California Chamber, CALTAX, The California Roundtable and the Manufacturers Association asking each organization to support the bond issue and make their support known to the members of the State Assembly.

KEEP LIBRARIES ALIVE

1. SB 181, the California Library Bond Act to place a $250 million bond issue on the June, 1988 ballot, will probably not come to a vote on the floor of the Assembly in January. All bond bills will be held up until Dan Lungren is approved as State Treasurer, which will probably take place the end of February. Bond measures will have a special extension until March 10 for approval.

2. At its December, 1987 meeting, Keep Libraries Alive endorsed the initiative to update the Gann spending limit. The initiative has qualified for the June, 1988 ballot.

ADVISORY COMMITTEE FOR THE BLIND AND PRINT HANDICAPPED

1. Report postponed until February.

REPORTS OF STANDING COMMITTEES

PERSONNEL

Edward F. Callanan, Jr.

1. It was moved by Commissioner Callanan and unanimously approved that Resolution #1437 be adopted.

RESOLUTION #1437

APPROVED, non-Civil Service temporary and recertification of temporary appointments made during the month of December, 1987. Also resignations of non-Civil Service temporary and part-time positions made during the month of December, 1987.

2. Commissioner Callanan submitted the following minutes for the record:

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58 SFPL 05/07/04 69

The Personnel Committee of the San Francisco Public Library Commission met on Monday, December 14, 1987 at 4:00 p.m. in the Commission Room, main library. Present were Commissioner Callanan, chair, and Commissioners Richardson and Normandy, members. In response to the Librarians' Guild letter surveying times of monthly commission meetings, Commissioner Callanan reviewed the history of times of meetings in the past. He noted that public response varied greatly at each time and location. Since that time the City Attorney's office has required the Commission to meet consistently at the main library for the benefit of the public. The meeting time of 4:30 has proven best for the commission members because it doesn't interfere with the middle of the work day. It has also provided the end of the work day for many staff to attend. He also noted that public reaction to meetings has been mainly influenced by the agenda. Commissioners Richardson and Normandy concurred with Commissioner Callanan.

Commissioner Callanan suggested taking only testimony today and to defer a recommendation to the full commission until the new mayor is in office. If there are any changes on the commission, then the new commissioners will have an opportunity to give their thoughts.

Catherine Bremer stated that Tuesday at 4:30 p.m. was a difficult time for the branch librarians and staff shortages made it particularly bad for the Librarians' Guild to come and make a report even though they are on the agenda. She suggested that a 6:00 p.m. meeting on Tuesday would be best.

It was moved by Commissioner Richardson and unanimously approved that the suggestion of a new time for the Commission meetings be tabled and referred back to the full commission for the February meeting when the new mayor has assumed his responsbilities.

Meeting adjourned at 4:30 p.m.

OPERATIONS/AUTOMATION COMMITTEE
Commissioner Mary Louise Stong

1. Commissioner Stong submitted the following minutes for the record:

The Operations/Automation Committee of the San Francisco Public Library met on Thursday, December 17, 1987 at 1:00 p.m. in the Commission Room, main library. Present were Commissioner Stong, chair, Commissioners Stern and Wong, members. Ms. Karen Scannell reviewed the Three Year Information Systems Plan Update for 1988/89.

The Library's automation goal is to develop an integrated network linking the main library and all 27 branches for the selection, acquisition, cataloging and circulation of materials; and for provision of online reference and information services.

Mr. Ken Dowlin stated that at 4:30 this afternoon he would be attending the EIPSC hearing to request approval of costs for the automation plan.

It was moved by Commissioner Stern and unanimously approved to forward these reports to the full commission at the January 5 meeting.

Mr. Dowlin stated the strategic plan is moving along, however, it is not quite ready to be presented.

Commissioner Stong advised drafting a letter to Ms. Kathy Mellegni regarding her concern on closing West Portal Branch on Sundays. The letter should include comments that we do not hope nor want to cut costs, will vote against any service cuts and hope we will not be forced into making any cuts; including cutting the hours of West Portal Branch. Karen Scannell will draft the letter for the commission.

Meeting adjourned at 2:00 p.m.

2. Today, Mr. Dowlin reviewed the three year information systems plan with the full commission and reported on the EIPSC meeting held December 14. Nancy Musser will forward the plan to all departments and branches.

The plan was approved by EIPSC in concept, however, before any of the integrated library system components can be purchased, we must go back to EIPSC. Mr. Dowlin emphasized that this approval does not give us the funding to do any of this, but if funds are approved, we have their approval. Two of the microcomputers were approved and will be purchased when funding becomes available. Thirteen microcomputers were not approved until a position is created to maintain them. They suggested creating two new positions in the organization. One as a computer systems manager, second, a microcomputer technician.

FACILITIES COMMITTEE
Commissioner Marjorie G. Stern

Commissioner Stern submitted the following minutes for the record.

1. The Facilities Committee of the San Francisco Public Library met Thursday, December 17, 1987 in the Commission Room of the main library. Present were Commissioner Stern, Chair and Commissioner Stong, member. Commissioner Normandy was excused.

Commissioner Stern reported that Mayor Feinstein has asked Tom Clausen and Ann Getty to be co-chairs of the entire civic center campaign. At Sally Brunn's request, Vartan Gregorian has agreed to speak with Dr. Saroyan in Sacramento to help insure that the library bond issue gets on the ballot.

Commissioner Stern reported that a foundation has been set up after much time. They met at Commissioner Stern's on December 14 along with Peter Henschel from the Mayor's Office. Charlie Howland, the principal in San Francisco for Marts and Lundy gave an overview on the feasibility study. To date there are 55 major donors who have agreed to be interviewed. In January there may be from 20 to 25 more to be seen. The finished report should be ready by mid February.

Marilyn Smulyan reported that today a resolution was introduced to the Public Works Committee of the Board of Supervisors to support the Mayor's Civic Center Plan and to ask the Chief Administrative Officer, Rudy Nothenberg, to begin implementing that plan. The Asian Art Museum, the Courts and the Art Commission all came forth in support of the Civic Center Plan.

Commissioner Stong reported that the committee to select the architect to prepare the description for the bond issue has met twice to discuss the design guidelines which Cal Malone has drafted. This is not the final architect that will design the building. The revised design guidelines must be ready to submit to the full commission on January 5 so the architect can be selected by January 15. Mr. Dowlin suggested that the facilities committee also approve the Mayor's Civic Center Plan to give to the full commission. Therefore, there will be a meeting of the Facilities Committee at 3:30 p.m. on January 5, prior to the regular commission meeting.

Commissioner Stong reported that the Main Committee is

making tremendous progress and suggested that a one page fact sheet be developed to state the accomplishments to date.

Marilyn Smulyan stated that Supervisor Maher will not support any exemptions to the sunlight ordinance except for a public building on public land approved by the voters.

Meeting adjourned at 3:07 p.m.

2. The Facilities Committee of the San Francisco Public Library Commission met on Tuesday, January 5, 1988 at 3:30 p.m. in the Commission Room of the main library. Present were Commissioner Stern, Chair, Commissioner Stong, member. Commissioner Normandy was excused.

   It was moved by Commissioner Stern and unanimously approved that the design guidelines be accepted for selection of architect to prepare the description for the bond issue and sent to the full commission for approval at today's meeting. It was moved by Commissioner Stern and unanimously approved that the Mayor's Civic Center Plan be formally acknowledged as supported by the committee and sent to the full commission for action.

   Commissioner Stong stated that the Main Committee is concerned about two things. One is that their function be recognized by the Commission, and secondly that they have a representative from the Main Commitee that is involved in the selection of the final architect. It was suggested and agreed that this topic be acted upon at the full commission meeting.

3. Today it was moved by Commissioner Stong and approved that a letter be sent to the Mayor stating that the Commission is in enthusiastic support of the Civic Center Master Plan with respect to the library.

4. Today the final revision of the design guidelines for selection of the architect to prepare the description for the bond issue was submitted to the commission for their approval. (Copy attached to the file copy of these minutes.) It was moved by Commissioner Stong and unanimously approved that the design guidelines for the selection of architect to prepare the description for the bond issue be accepted.

5. Today it was moved by Commissioner Stong and unanimously approved that a representative of the Main Committee be included on the selection committee for the final architect.

PUBLIC RELATIONS COMMITTEE
Commissioner E. Dennis Normandy

1. No report.

JOINT COMMITTEE ON SPECIAL COLLECTIONS
Commissioner Dennis Wong

1. Commissioner Wong reported that he has seen the special collections of the library and also has had offers of special collections of Chinese literature. He stated that he will be holding a meeting of Special Collections on Wednesday, January 20, 1988.

FINANCE/BUDGET COMMITTEE
Commissioner Raye G. Richardson

1. It was moved by Commissioner Richardson and unanimously approved that Resolution #1348 be adopted.

Resolution #1438

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND AN AMOUNT NOT TO EXCEED $25,000 IN FUNDS AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM FOR 1988/89.

WHEREAS, The United States Department of Education has invited libraries participating in the California Literacy Campaign to submit budget requests for support for fiscal year 1988/89, and

WHEREAS, The San Francisco Public Library is eligible to apply for funds to expand the operation of Project Read, the library's community-based literacy program for one year; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $25,000 of Library Services and Construction Act VII funds for The Outreach Program of Project Read through September, 1989, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

PUBLIC COMMENT

None.

NEW BUSINESS

1. It was moved by Commissioner Callanan and unanimously approved that the By-Law provision for the election of officers in January be waived until at least February due to the inappropriateness of electing new officers with a new mayor being inaugerated this Friday.

There being no further business to discuss, the January 5, 1988 commission meeting was adjourned at 5:35 p.m. in memory of Thomas Walsh, the Secretary's father.

The next regular meeting of the Library Commission will be on Tuesday, February 2, 1988 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary,
Library Commission

RESOLUTION #1437

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December, 1987 be approved:

3602 Library Page, Part Time
Hopelain, Allison
Phu, Lina

AND FURTHER, that the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page Part-time

Aldana, Alton
Aronovici, Susan
Cardamon, Adam
Fong, Raymond
Yueng, Rebecca

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FEB 16 1988
SAN FRANCISCO
PUBLIC LIBRARY

Minutes

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
FEBRUARY 2, 1988

The regular meeting of the San Francisco Public Library Commission was held Tuesday, February 2, 1988 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by Vice President Richardson.

On roll call the following Commissioners were noted present: Callanan, Normandy, Richardson, Stern, Stong and Wong. Commissioner Bransten was excused.

It was moved by Commissioner Callanan and unanimously approved that the January 5, 1988 Commission meeting minutes be approved as submitted.

PRESIDENT'S REPORT
Commissioner Edward Bransten

1. No report.

CITY LIBRARIAN'S REPORT
Kenneth Dowlin

1. The San Francisco Room/Special Collections Department is closed to allow for installation of the fire supression system. The department may be reopened to the public in March.

2. The library has been informed that we must vacate 1680 Mission Street by March 1 and an alternate storage site must be found. Mr. Dowlin is working with DPW and Real Estate Department for possible sites.

3. Mr. Dowlin reported that Mayor Agnos has instructed departments to prepare maintenance-level budgets which include all existing programs and fixed costs but does not expand or add to existing programs or services.

   It was moved by Commissioner Callanan and unanimously approved that a special meeting of the Library Commission be held on Tuesday, February 9 at 4:00 p.m. in the Commission Room to discuss the FY 88-89 budget request.

4. The Board of Supervisors has reserved approximately $40,000 of the library's operating budget and $36,000 in capital projects during recent hearings on the city's current budget deficit.

5. EIPSC has approved the library's three year information system master plan. The committee did, however, restrict the number of personal computers which can be purchased until a repair technician is hired. Also, a computer program manager should be employed. Mr. Dowlin stated that current positions are being reviewed to determine if reallocation/reassignment is possible to fulfill these needs.

6. Mr. Dowlin has submitted two LSCA proposals to the State Librarian regarding BARC. One proposal is to continue BARC as it currently operates and the other is to merge BARC with General Reference and to focus more on the users of SFPL.

LIBRARY REPORTS
LIBRARIAN'S GUILD

1. Catherine Bremmer asked if the Commission was going to discuss the time when regular meetings are held and consider changes. Commissioner Callanan responded that the subject will be discussed when Mayor Agnos has made his decision on appointments of Library Commissioners.

OTHER STAFF REPORTS

1. None.

FRIENDS OF THE LIBRARY REPORT

1. The Main Committee has added three new members, bringing its total membership up to 31. The new members are: Walt Jebe, Sylvia Kendrick and Stephen Farrand/Nancy Jarvis (a husband and wife team sharing one seat).

KEEP LIBRARIES ALIVE

1. Governor Duekmejian's budget for 88-89 recommends the following for libraries: $810,000 for Families for Literacy (includes a children's coordinator for California); $500,000 for expansion of literacy programs to new jurisdictions; an additional $900,000 to the Public Library Fund; and $800,000 for working drawings, State Library.

2. The plan to help out counties such as Shasta, Modoc and Butte that are having to shut their library doors is now in the draft bill stage. The bill is called the Public Library Relief Act. It would increase the Public Library Fund by $17 million (full funding) and would give extra help to libraries in trouble who do not qualify for money from the Public Library Fund. The bill is being sponsored by Willie Brown's office.

3. There has been a continued push for SB 181 with the Governor and with the Assembly Republican members. The bill may reach the Assembly floor by February 11, 1988. The endorsing letter from the California Council for International Trade has been sent to the Governor and his staff and to the Republicans in the Assembly.

   Through the efforts of KLA member, Harriet Fielding, the California Council for the Blind has endorsed SB 181 and their members are lobbying the Governor and the Assembly Republicans.

ADVISORY COMMITTEE FOR THE BLIND AND PRINT HANDICAPPED

1. Susan Sobel Feldman, President of the Advisory Committee for the Blind and Print Handicapped, described some of the past successes the committee has experienced as well as current programs. She played a video cassette which showed patrons describing the importance of talking books in their lives.

   Mrs. Winifred Downing, past president of the advisory committe, spoke about the monthly magazine, Bay Area Soundings, and voter information tapes which are now available to people who cannot read. She explained that the current vacancy of children's librarian at the branch is a hardship on all print handicapped children in San Francisco.

REPORTS OF STANDING COMMITTEES

PERSONNEL

Edward F. Callanan, Jr.

1. It was moved by Commissioner Callanan and unanimously approved that Resolution #1439 be adopted.

RESOLUTION #1439

APPROVED, non-Civil Service temporary and recertification of temporary appointments made during the month of January, 1988. Also resignations of non-Civil Service temporary and part-time positions made during the month of January, 1988.

OPERATIONS/AUTOMATION COMMITTEE
Commissioner Mary Louise Stong

1. No report.

FACILITIES COMMITTEE
Commissioner Marjorie G. Stern

1. Commissioner Stern expressed her concerns regarding the various groups that are working towards a new main library and how there should be some coordination among the groups to avoid duplication of effort. She asked that February be spent reviewing how each group interrelates with one another. She asked Commissioner Normandy to meet next week with the Public Relations Committee of the Main Committee.

PUBLIC RELATIONS COMMITTEE
Commissioner E. Dennis Normandy

1. No report.

JOINT COMMITTEE ON SPECIAL COLLECTIONS
Commissioner Dennis Wong

1. Commissioner Wong announced that the Board of Supervisors has appointed him to serve as member of the Bay Area Library and Information System Advisory Board.

2. The Asian Art Commission and the National Museum of History, Taiwan, are co-sponsoring a unique floral exhibit in San Francisco in May.

FINANCE/BUDGET COMMITTEE
Commissioner Raye G. Richardson

1. No report.

PUBLIC COMMENT

1. John L. Wocasek described recent problems he has experienced in the main library.

NEW BUSINESS

1. Commissioner Callanan reported that the Nominating Committee met today at 4:15 p.m. in the Commission room. Present were Commissioner Callanan, chair; Commissioners Richardson and Normandy, members. The committee unanimously approved recommending to the full commission that the current commission officers continue to serve until Mayor Agnos has had the opportunity to make his appointments to the Commission.

2. Today it was moved by Commissioner Callanan and unanimously approved that Commissioner Bransten, President, and Commissioner Richardson, 1st Vice President, continue to serve as officers of the Commission until the mayor has reviewed apppointments to the Commission.

   The Secretary was directed to send a letter to President Bransten regarding this decision.

3. Commissioner Stong stated that there is a need to have a knowledgeable person to assist in formulating criteria by which a design architect for the new main library may be chosen.

   Commissioner Stong read a proposed resolution which was a request to the Friends of the Library to hire an outside consultant to assist in the process of selecting the design architect for the new main library.

   Various questions arose concerning the role of Friends, City Architect and Commissioners in selection of the design architect. Commissioner Callanan requested that no action be taken today on the proposed resolution and that the matter be referred to the Facilities Committee for review and recommendation. The Facilities Committee will meet at 3:00 p.m. on Tuesday, February 9 to discuss the matter.

There being no further business to discuss, the February 2, 1988 commission meeting was adjourned at 6:05 p.m. upon motion by Commissioner Stong in memory of three staff members who passed away during the months of December and January. Walter Whitten, Security Guard, 19 years service with San Francisco Public Library; Edward Chou, Custodian, 7 years service with San Francisco Public Library; and Carl Vogel, Librarian, 5 years service with San Francisco Public Library.

The next regular meeting of the Library Commission will be on Tuesday, March 1, 1988 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary,
Library Commission

RESOLUTION #1439

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January, 1988 be approved:

3602 Library Page, Part Time
Calvello, Michael, III
Chan, Eric
Wilson, Lui

3610 Library Assistant, Part Time
Toyama, Robert

3668 Assistant City Librarian

Scannell, Karen

AND FURTHER, that the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page Part-time

Espil, Annette
Garrison, Shelly
Jaimes, Luis
Law, Selina
Stockdale, Quinn

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SAN FRANCISCO
PUBLIC LIBRARY

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A special meeting of the San Francisco Public Library Commission was held Tuesday, February 9 in the Commission Room

The meeting was called to order at 4:00 p.m. by Vice President Richardson.

On roll call the following Commissioners were noted present: Callanan, Normandy, Richardson, Stern, Stong and Wong. President Bransten was excused.

1. Karen Scannell reviewed the library's budget request for FY 1988-89. The total request for next fiscal year is $19,520,952 which represents a 5.1% increase over the current year. She explained each increase in the budget request by program. There was lengthy discussion about each line item in the request.

It was moved by Commissioner Callanan and unanimously approved that the budget request be adopted and forwarded to the Mayor as presented and also to include an additional $75,000 for subscriptions.

2. Jim Haas, vice chairman of the Main Committee, reviewed Resolutions #1440 and #1441 and explained how the resolutions put the activities of the Friends in perspective.

3. It was moved by Commissioner Stong and unanimously approved that Resolution #1440 be adopted.

Resolution #1440

REQUESTING THE FRIENDS OF THE LIBRARY TO EMPLOY A CONSULTANT TO ASSIST THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION IN THE SELECTION OF A DESIGN ARCHITECT FOR THE NEW MAIN LIBRARY ON MARSHALL SQUARE.

WHEREAS, The San Francisco Public Library Commission is continuing to plan for a new main library on Marshall Square, and

WHEREAS, Selection of an architect who possesses design and technical vision is a significant phase of the planning process, and

WHEREAS, The architectural selection process will be enormously enhanced by employing a consultant to assist the San Francisco Public Library Commission in developing a panel of architects, as well as selection criteria; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission hereby requests that the Friends of the Library provide financial support and employ the services and expertise of a consultant to assist the Library Commission in the selection of a design architect for the new main library, and be it

FURTHER RESOLVED, That the consultant to be hired be approved by the Library Commission after being recommended by a selection committee which includes experienced representatives of at least the Library Commission, the Main Committee, the City Architect and the City Librarian.

4. It was moved by Commissioner Stong and unanimously approved that Resolution #1441 be adopted.

Resolution #1441

RECOGNIZING THE EFFORTS OF THE MAIN COMMITTEE IN THE PLANNING FOR A NEW MAIN LIBRARY AND GIVING SANCTION TO THE MAIN COMMITTEE TO CONTINUE TO PROVIDE THEIR LEADERSHIP IN THE DEVELOPMENT OF THE NEW MAIN LIBRARY.

WHEREAS, On November 6, 1985 members of the San Francisco Public Library Commission approved Resolution #1377 calling for the creation of a new main library on Marshall Square, and

WHEREAS, In response to the Commission's action, the Friends of the San Francisco Public Library, in concert with members of the Commission and the City Librarian, began the process of raising funds to pay for planning for a new main library, and

WHEREAS, Since that time the Friends have raised over $250,000 in planning funds which have been used to pay for the following: a needs assessment and functional layout study for the new main library; an alternative use study for the existing main library building; part of the cost of a feasibility study of remodeling and expanding the existing main library building; a private fundraising feasibility study; and a staff person to coordinate planning; and

WHEREAS, The Friends have also created a special committee, The Main Committee, which brings together library commissioners, staff, the Friends, Keep Libraries Alive, and other interested individuals to provide a broad based group of concerned citizens to provide leadership in planning for the new main; under whose leadership the endorsements of all city officials have been received; for the first time the Board of Supervisors allocated funds for planning for the new building; Mayor Dianne Feinstein announced her Civic Center Plan which includes the development of a new main library on Marshall Square; an intense lobbying effort continues to be underway in the State Assembly to place SB 181 (the Library Bond Construction Act) on the June 1988 ballot; and the San Francisco League of Women Voters and Coleman Advocates for Youth and Children have endorsed plans for the new main library, and

WHEREAS, The Main Committee has plans to continue their efforts aimed towards realizing a new main library, including: raising funds for planning activities which the City is not able to fund; developing a speakers bureau to bring the issue of the new main library to San Francisco's many civic, neighborhood, labor, ethnic

and religious organizations; develop materials which promote the library; continue to work for the placement of the state bond issue on the June 1988 ballot; and plan for the placement of a local bond issue on the November 1988 ballot; now, therefore, be it

RESOLVED, That members of the Library Commission of the City and County of San Francisco recognize the efforts of the Friends of the Library and The Main Committee in the planning for the new main library and hereby give sanction to The Main Committee to continue to provide their leadership in the development of the new main library.

5. Mr. Dowlin reported that Joan Walton has requested to return to her former position of Librarian III. Mr. Dowlin has appointed Hope Hayes as acting Chief of Branches until a list of eligible candidates is certified by the Civil Service Commission.

There being no further business to discuss, the special Commission meeting was adjourned at 5:10 p.m.

Richard Walsh

Richard Walsh, Secretary
Library Commission

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MAR 10 1988
SAN FRANCISCO PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
MARCH 1, 1988

The regular meeting of the San Francisco Public Library Commission was held Tuesday, March 1, 1988 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by President Bransten.

On roll call the following Commissioners were noted present: Bransten, Callanan, Normandy, Richardson, Stern, Stong and Wong.

It was moved by Commissioner Richardson and unanimously approved that the February 2, 1988 Commission meeting minutes be approved as submitted.

It was moved by Commissioner Richardson and unanimously approved that the February 9, 1988 special Commission meeting minutes be approved as submitted.

PRESIDENT'S REPORT
Commissioner Edward Bransten

1. President Bransten referred the request by the Friends of Noe Valley for a key to the meeting room at Noe Valley Branch to the Operations/Automation Committee.

CITY LIBRARIAN'S REPORT
Kenneth Dowlin

1. Mr. Dowlin presented the first draft of the strategic plan to the Commission. He asked Commissioners to review and comment on it. Committee and commmission meetings will be scheduled before the end of May to discuss it in greater detail.

2. Mr. Dowlin asked that the Commission review its agenda format. He suggested that specific references be put in to identify those actions which require action and those items which are for information only. The agenda should also provide a time element for public comment on action items. The Operations/Automation Committee will review suggestions at a meeting later this month

3. Mr. Dowlin informed the Commission that State funds for planning which we have received through BALIS will be used to conduct a benchmark survey of the library. This will be a public opinion poll of 600 telephone interviews of the people of San Francisco. In the future a survey could be done from a political standpoint related to the new main.

4. MBT Associates, an architectural firm, has been chosen to do the cost estimates for the bond program statement. The firm has been approved by Human Rights and Civil Service Commissions and is in the final stages of contract agreement. Cost estimates are due on May 7 and the study will be completed by June 10. A special meeting with the full commission will be scheduled near the end of April to discuss this matter.

5. Mr. Dowlin has been directed by the Mayor's budget office to present a budget for the FY 1988/89 at 75% of our current budget by this Thursday. Supervisor Gonzales has also called for each department to submit an incremental budget.

   Commissioner Stong stated that Bob Gamble of the Mayor's Office will speak about the City's current fiscal crisis this Thursday at 12:30 at 312 Sutter Street.

6. It was moved by Commissioner Callanan and unanimously approved that Resolution #1445 be adopted.

Resolution #1445

RECOGNITION OF THE FOUNDATION FOR A NEW MAIN LIBRARY AND REQUESTING THE ASSISTANCE OF THE MAYOR IN SECURING THE LEADERSHIP FOR THE FOUNDATION.

WHEREAS, The San Francisco Public Library Commission unanimously approved Resolution #1377 on November 6, 1985 stating the need for a new main library and directing the staff and library supporters to undertake the effort for the creation of the new main library; and

WHEREAS, It is appropriate to solicit support from private sources for the funding of the enhancements to the basic facility created by public monies; and

WHEREAS, A founding committee of interested citizens has created a not-for-profit corporation named the Foundation For a New Main Library to serve as the vehicle for the generation and administration of the funds collected from the private sector; and

WHEREAS, It is critical to the success of the venture for the Mayor to provide direction to the fund raising efforts; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission recognizes the important role of the Foundation and does hereby request that the Foundation include the maximum number of Library Commissioners allowed, and the City Librarian, on the Board of Directors of the Foundation; and be it

FURTHER RESOLVED, That the City Librarian is directed to request the Mayor of the City and County of San Francisco to confirm the appointments of the honorary chairs of the Foundation; and be it

FURTHER RESOLVED, That the City Librarian request the Mayor to assist the Foundation in its efforts to secure the commitment of a Chair and various Vice-Chairs of the Foundation as may be necessary.

7. Mr. Dowlin asked to postpone presentation of the Public Library Foundation Fund supplemental until next month due to the current budget crisis.

LIBRARY REPORTS
LIBRARIAN'S GUILD

1. No report.

OTHER STAFF REPORTS

1. None.

FRIENDS OF THE LIBRARY REPORT

1. The Main Committee Steering Committee and Friends board members approved the request made by the Library Commission to attempt to raise $20,000 to pay for a consultant to assist the Commission in the design architect selection process.

2. SB-181, the State Library Bond issue, has passed the Assembly Ways and Means Committee in the reduced amount of $75 million, and requiring a local match of 35%. It is expected to be approved by the State Assembly and signed by the Governor.

3. Friends submitted a copy of their annual report.

KEEP LIBRARIES ALIVE

Sacramento Report

1. SB-181 Library Construction Bonds. After a tremendous effort by Senator Barry Keene and many other people throughout the state, library bonds are finally in the Governor's bond package for 1988 but at the much reduced amount of $75 million and with an increase in local match from 25% to 35%. In this changed form, SB-181 passed the Ways and Means Committee on February 24, 1988 and most probably will be voted on the floor of the Assembly on Thursday, March 3. The bill must then be signed by the Governor.

   The next task will be to see that all possible organizations endorse and support library bonds on the June ballot. Since the state bond package is so much larger than in previous years, voters may be more particular about which bonds they choose to support.

2. AB-3899 Public Library Relief Act of 1988 (Willie Brown) would enable the State Librarian to:

   a) Make low interest loans to those jurisdictions where the local appropriation is below a specified level in order to provide a minimum base of library support.

   b) Make incentive awards to those jurisdictions that are unable to appropriate the local match required under the Public Library Fund. Bill introduced on February 18, 1988 and sent to Rules Committee for committee assignment.

San Francisco Report

1. With the severe budget crises in San Francisco, KLA will be working with all interested groups and organizations to see that library services are maintained at the best possible level.

REPORTS OF STANDING COMMITTEES

PERSONNEL

Edward F. Callanan, Jr.

1. Commissioner Callanan asked the status on the storage space needed to move the books from 1680 Mission Street. Mr. Dowlin stated that Rudy Nothenberg has located space in Brooks Hall for the books but other space may be required because of the volume of materials.

2. Commissioner Callanan also asked the status on fire supression projects in the main. Mr. Dowlin stated that completion of the fire supression system for the San Francisco Room has been delayed until June. The compact storage project has not been awarded yet since the lowest bidder did not comply with Human Rights Commission guidelines and the next highest bidder's cost is $30,000 more. The emergency lighting system in the main library is almost complete.

3. Commissioner Stong asked the status on the women's restroom. Mr. Walsh stated that the Bureau of Architecture informed him today that two handicapped-accessible stainless steel sinks will be installed later this week which will hopefully complete the project.

4. Commissioner Richardson asked the status of the Business Branch. Mr. Dowlin stated that the Real Estate Department is working on the lease for the branch.

5. Sally Houston asked if there are any plans for a fire escape on the north wing of the third floor. Mr. Walsh stated that it is included in the capital improvements request. Cal Malone has said there will be very little money for capital improvements. Commissioner Callanan asked that a letter be sent to Cal Malone stating the urgency of a fire escape for the third floor.

6. It was moved by Commissioner Callanan and unanimously approved that Resolution #1442 be adopted.

RESOLUTION #1442

APPROVED, non-Civil Service temporary and recertification of temporary appointments made during the month of February, 1988. Also resignations of non-Civil Service temporary and part-time positions made during the month of February, 1988.

OPERATIONS/AUTOMATION COMMITTEE
Commissioner Mary Louise Stong

1. No report.

FACILITIES COMMITTEE
Commissioner Marjorie G. Stern

1. The Main Committee has three sub-committees: Facilities, Public Relations and Political. Irene Hernandez is in charge of public relations and Commissioner Normandy has

been a valuable resource. This committee is working particularly hard to insure a success at the public hearings that will take place for the strategic plan. The first of four public hearings will be held during Library Week in April. The political committee has been hard at work putting together a plan for the bond issue. Commissioner Stern would like to invite the Steering Committee of the New Main Committee and the Friends Board to the next commission meeting so everyone can meet and get to know one another.

Commissioner Stong reported on the meeting of the Joint Facilities Committees of the New Main Committee and the Library Commission. Resolution #1440 which was passed at the February 9 special Commission meeting provided that the selection committee for the consultant for the design acchitect be made up of at least representatives of the Library Commission, the Main Committee, the City Architect and the City Librarian. Last night each committee passed resolutions limiting the representatives to two library commissioners, two members of the main committee, the City Architect and the City Librarian.

Today it was moved by Commissioner Stong and unanimously approved that Resolution #1440 be amended for clarification as follows:

Last Paragraph:

FURTHER RESOLVED, That the consultant to be hired be approved by the Library Commission after being recommended by a selection committee which includes two representatives from the Library Commission, two representatives from the Main Committee, the City Librarian and the City Architect.

President Bransten appointed Commissioners Stern and Stong to this architectural consultant selection committee, with the understanding that the selection of the consultant has to be brought back to the Commission for approval.

PUBLIC RELATIONS COMMITTEE
Commissioner E. Dennis Normandy

1. As a result of attending a meeting with the public relations committee of the Main Committee, Commissioner Normandy submitted a basic draft outline of the new main library public relations plan. The Public Relations Committee of the Commission will meet on March 10 to develop a master plan, timetable and budget.

JOINT COMMITTEE ON SPECIAL COLLECTIONS
Commissioner Dennis Wong

1. Commissioner Wong announced a committee meeting scheduled for March 16. He invited comments from those present of what they would like to see in Special Collections.

FINANCE/BUDGET COMMITTEE
Commissioner Raye G. Richardson

1. The committee met on February 9 to discuss the City Attorney's ruling on proper procedures for receiving and expending cash gifts to the library.

   Today Commissioner Stong asked the Commission to consider expending current unrestricted cash gifts for hiring a public relations consultant for planning for a new main library.

   It was moved by Commissioner Stong and unanimously approved that Pat Schultz be asked to provide her public relations expertise and that her expenses be paid from the library's gift fund.

2. It was moved by Commissioner Richardson and unanimously approved that Resolution #1443 be adopted.

RESOLUTION #1443

RESOLVED, That the Library Commission authorizes the City Librarian to publish the 1988-89 Union List of Periodicals using funds available in the Library's Publication Fund and that copies be sold for $30 each.

3. Commissioner Richardson moved and it was unanimously approved that Resolution #1444 be adopted:

RESOLUTION #1444

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND $50,000 AVAILABLE FROM THE FEDERAL LIBRARY SERVICES AND CONSTRUCTION ACT FOR AN OLDER ADULTS MATERIALS COLLECTION DEVELOPMENT GRANT FOR FISCAL YEAR 1987-88.

WHEREAS, The California State Library has invited libraries serving adults over 60 years of age to apply for up to ten $5,000 Older Adults Materials Collection Development grants; and

WHEREAS, The San Francisco Public Library is eligible to apply for ten grants for branches which serve a large percentage of older adults; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $50,000 in Library Services and Construction Act Funds for federal fiscal year 1987-88, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

PUBLIC COMMENT

1. John L. Wocasek commented on constitutional law and free press.

NEW BUSINESS

1. None.

There being no further business to discuss, the March 1, 1988 commission meeting was adjourned at 5:50 p.m. upon motion by Commissioner Callanan in memory of Adrian Wilson, supporter of the library, and poet, Robert Duncan. The Secretary was directed to send letters of condolence to the families.

The next regular meeting of the Library Commission will be on Tuesday, April 5, 1988 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary,
Library Commission

RESOLUTION #1442

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February, 1988 be approved:

3602 Library Page, Part Time

Clark, Kevin
Goldner, Kimberly
Jones, Christopher
Loesel, Andrew
Maney, Susan
Orgeron, Brad
Phillips, Sandra
Reuben, Julie
Spence, Darcy

3638, Chief Librarian, C.O.B.

E. Hope Hayes

AND FURTHER, that the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part-time

Lee, Tina
Maney, Susan

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DOCUMENTS DEPT.

APR 18 1988

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
APRIL 5, 1988

The regular meeting of the San Francisco Public Library Commission was held Tuesday, April 5, 1988 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by President Bransten.

On roll call the following Commissioners were noted present: Bransten, Callanan, Normandy, Stern, and Stong. Commissioner's Richardson and Wong were excused.

It was moved by Commissioner Callanan and unanimously approved that the March 1, 1988 Commission meeting minutes be approved as submitted.

PRESIDENT'S REPORT
Commissioner Edward Bransten

1. No report.

CITY LIBRARIAN'S REPORT
Kenneth Dowlin

1. Hope Hayes presented a meeting room agreement between the Friends of Noe Valley and the Noe Valley Branch Library. The agreement will enable the Friends of Noe Valley to use the meeting room when the branch is closed. It was moved by Commissioner Callanan and unanimously approved that this agreement be adopted as presented.

2. Mr. Dowlin reported that a major party at the zoo in August is being planned for those children who read eight books in the summer reading program. Arrangements are being made with Muni for free transportation and with other suppliers for donations of food and drink. Channel 7 has been asked to co-sponsor this event. The target is 10,000 children to complete the program.

3. Mr. Dowlin reported that public hearings have been scheduled to discuss the Strategic Plan which is now in a working draft form. Extra copies are available in General Reference. All meetings will begin at 7 p.m. and will be held at various branches as follows:

   Tuesday, April 19, Richmond Branch
   Thursday, April 21, Marina Branch
   Tuesday, April 26, Mission Branch
   Wednesday, April 27, Parkside Branch.

4. Karen Scannell detailed proposed expenditures from Public Library Foundation funds which include an online acquisition control system, telefacsimile machine and video equipment purchases. It was moved by Commissioner Stong and unanimously approved that this supplemental be sent to the Board of Supervisors for adoption.

LIBRARY REPORTS

SECRETARY'S REPORT

Richard P. Walsh

1. Mr. Walsh reported that the new public women's restroom and children's restrooms in the main library were opened Monday, April 4, with favorable comments from the public.

LIBRARIAN'S GUILD

1. No report.

OTHER STAFF REPORTS

1. None.

FRIENDS OF THE LIBRARY REPORT

1. Commissioner Stern reported that the Friends have received extraordinary response from a letter and support card they recently mailed. Donations total $14,000 to date.

KEEP LIBRARIES ALIVE

State Level

1. Library construction bonds (SB 181) for $75 million will be on the November, 1988 ballot. Plans are being made to have as large a vote as possible for library bonds to demonstrate the strong public concern for libraries and to build for a larger library bond measure in 1990.

   Various public library relief bills are going through the Legislature. On May 11, 1988, Library Legislative Day, there will be a concerted effort to back the most promising bill.

On the June 1988 ballot, Keep Libraries Alive has endorsed Proposition 71, the initiative to update the Gann limit. This proposition would allow California to fund necessary state programs rather than have the money sent back as rebates.

Local Level

1. Keep Libraries Alive met with Ken Dowlin to discuss the best strategy for the city library budget in light of the severe city budget crisis. Ken Dowlin recommended holding off political action for the present time.

   On the June, 1988 San Francisco ballot there are two items of interest to Keep Libraries Alive:

   (1) Proposition A - $90 million school bond issue. Funds will go toward essential repair (plumbing, electrical work, painting, etc.) but will include funds for renovation of school libraries.

   (2) Proposition K - Would erase the Gann limit for San Francisco. Especially with the budget crisis, it is essential that city government have the flexibility to raise the necessary revenue for city services and not worry about the Gann limit sending city revenue back to individuals.

REPORTS OF STANDING COMMITTEES

PERSONNEL

Edward F. Callanan, Jr.

1. It was moved by Commissioner Callanan and unanimously approved that Resolution #1446 be adopted.

RESOLUTION #1446

APPROVED, non-Civil Service temporary and recertification of temporary appointments made during the month of March, 1988. Also resignations of non-Civil Service temporary and part-time positions made during the month of March, 1988.

OPERATIONS/AUTOMATION COMMITTEE

Commissioner Mary Louise Stong

1. Commissioner Stong submitted the following minutes for the record:

An Operations/Automation committee meeting of the San Francisco Public Library Commission was held March 17, 1988 in the Commission Room, Main Library. Present were Commissioner Stong, Chair; Commissioner Stern, Member. The meeting was called to order at 1:20 p.m.

It was recommended by Ken Dowlin, City Librarian, that a mock agenda in a new format be submitted to the Commission for approval. This agenda will notate action and information items and allow time for public comment after each action item.

Commissioner Stong reviewed the standing committee assignments and suggested that the facilities committee be retained as a separate committee from the planning and operations. This will be submitted as an amendment to the by-laws.

The Friends of Noe Valley presented to the committee their request to use the Noe Valley Branch meeting room after library hours. After lengthy discussion, it was agreed that Mr. Kuhn from the Friends of Noe Valley and Hope Hayes, chief of branches, will work together and submit a proposal to the full commission patterned after the policy which is in use at Park Branch.

Meeting adjourned at 2:11 p.m.

2. Today a new agenda format was distributed to commissioners and it was agreed that this new format be used in the future.

3. Today it was moved by Commissioner Stong and was unanimously approved to amend the description of committees in the Commission By-Laws, Section F., Standing Committees, so it conforms with the responsibilites of these committees.

COMMISSION COMMITTEES

Finance - Annual operating budget, grant proposals, supplemental appropriations, library gift funds, capital outlay budget. In addition to the Chairperson, committee members will be chairpersons of the Operations/Automation Committee and the Facilities Committee.

Operations/Automation - Long and short-range operations and automation planning, hours and types of service, use of facilities.

Facilities - Building programs, capital improvements, buildingand grounds.

Personnel - Liaison with Civil Service Commission, temporary appointments resolutions, affirmative action, staff scholarships, in-service training and staff development, guild and union relations.

Public Relations - Public relations policy, inter-library and inter-agency relations, library legislation, library organizations and associations, other library boards and commissions.

Special Collections - Special collections policy, exhibits, collaboration with Friends' Special Collection Committee.

FACILITIES COMMITTEE
Commissioner Marjorie G. Stern

1. Commissioner Stern submitted the following minutes for the record:

A Facilities committee meeting of the San Francisco Public Library Commission was held March 14, 1988 in the Commission Room, Main Library. Present were Commissioner Stern, Chair; Commissioner Stong, member. The meeting was called to order at 12:07.

The selection of a committee to select the design architect was discussed. City Architect, Norm Karasik, felt that this committee should be established at a future date. One of the purposes of the advisor to this committee will be to select the members who will be on it.

There was an overall update of plans for the new main. A listing has been established of the organizations which are currently involved in working towards a new main. At the recommendation of the Public Relations Committee, there has been a Main Leadership Committee established with Ken Dowlin, City Librarian, as Convener. Pat Schultz of the Friends will be doing a column in "Free" which will keep everyone updated on the progress of the new main.

Meeting adjourned at 12:26.

2. Today Commissioner Stern commented on the progress of hiring an outside consultant for the selection of the design architect.

PUBLIC RELATIONS COMMITTEE
Commissioner E. Dennis Normandy

1. Commissioner Normandy submitted the following minutes for the record:

The Public Relations Committee of the San Francisco Public Library met March 10, 1988 in the Commission Room, Main Library. Present were Commissioner Normandy, Chair; Commissioners Callanan and Stern, members. The meeting was called to order at 5:12 p.m.

There was lengthy discussion on the strategy required for passage of the November bond issue. Commissioner Normandy stressed finding one key objective - very simple, one sentence that will clearly identify what we want to accomplish.

It was agreed that some type of a newsletter should be written on a regular basis to keep everyone up to date on the progress of the various committees. A column in "Free" was suggested as a possibility.

It was decided that a Leadership Group will be formed with representatives from each group that's involved in working toward a new main. That leadership group will play the lead role in plans for the new main. This committee agreed to follow the direction of the leadership group.

Meeting adjourned at 6:08 p.m.

JOINT COMMITTEE ON SPECIAL COLLECTIONS
Commissioner Dennis Wong

1. Commissioner Callanan reported that the March 16 meeting was a brief, informal type of meeting in which everyone discussed the importance of special collections, how best to analyze what is needed by the library and how to go about obtaining funds for the special collections.

FINANCE/BUDGET COMMITTEE
Commissioner Raye G. Richardson

1. It was, moved by Commissioner Callanan and unanimously approved that an expenditure of $1,000 from the library's gift fund be used for the purchase of computer equipment for Chinatown Branch.

PUBLIC COMMENT

1. John L. Wocasek commented on the book detection system, electronic surveillance and book defacement.

2. Commissioner Stern informed the staff that the article in the California Library Journal on the late Everett Moore failed to mention that he was the leader of the Intellectual Freedom Crusade.

NEW BUSINESS

1. President Bransten asked for a report on the progress of the city budget. Mr. Dowlin stated that he has received no further instructions on the budget. It is hoped that the mayor's office will inform us next week on the status of our budget request.

There being no further business to discuss, the April 5, 1988 commission meeting was adjourned at 5:25 p.m. upon motion by Commissioner Callanan.

The next regular meeting of the Library Commission will be on Tuesday, May 3, 1988 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary,
Library Commission

RESOLUTION #1446

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March, 1988 be approved:

3602 Library Page, Part Time

Casanas, Ramiro
Doctolero, Grace

AND FURTHER, that the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part-time

Aldana, Adonis
Bullen, Elizabeth
Garleso, Macrine
Horn, John
Mah, Lawrence

= Minutes

DOCUMENTS DEPT.

MAY 23 1988

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
MAY 3, 1988

The regular meeting of the San Francisco Public Library Commission was held Tuesday, May 3, 1988 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by President Bransten.

On roll call the following Commissioners were noted present: Bransten, Callanan, Richardson, Stern, Stong and Wong. Commissioner Normandy was excused.

It was moved by Commissioner Richardson and unanimously approved that the March 1, 1988 Commission meeting minutes be approved with the following correction:

Page One, City Librarian's report:

1. Add: A copy of the meeting room agreement with the Friends of Noe Valley is attached to the file copy of these minutes.

PRESIDENT'S REPORT
Commissioner Edward Bransten

1. The four public hearings on the Strategic Plan have been well attended. President Bransten encouraged everyone to participate in refining the plan.

2. President Bransten reviewed the highlights of efforts in Los Angeles to rebuild and expand their main library. Financing and public relations were of upmost importance to the project. Commissioner Stern suggested that Edward Helfeld, Director of San Francisco Redevelopment Agency, be contacted for further information since he was one of the forces behind the success in Los Angeles.

CITY LIBRARIAN'S REPORT
Kenneth Dowlin

1. Mr. Dowlin introduced Mr. Charles Rund, Charlton Research Company, who presented results of a study of public opinion among 600 San Francisco residents to assess the viability of a bond measure to replace the existing main library with a new facility. The three primary goals of the project were: a) assess San Francisco citizens on what they thought were the critical issues facing them in 1988, b) assess attitudes citizens had of the library system and c) see if people were in favor of a bond measure in November to build a new main library.

A lengthy slide show was presented which detailed results of the survey. Highlights of key findings include:

- San Franciscans favor a bond measure to build a new main library.

- After hearing the arguments for a new main, two-thirds of the respondents favored a bond measure to build the new facility. This was an increase over the half who supported the measure simply on the face of it.

- 90% of respondents feel the Public Library is a worthwhile institution.

- Survey results indicate that there is support for passage of the bond issue, but since financial issues can rapidly change, a strong campaign is needed for the measure's success.

Copies of the report are available in the main library's collection.

2. Mr. Dowlin asked the Commission to review its policy on discarded books. President Bransten referred the matter to the Operations/Automation Committee for study.

3. San Francisco Public Library has been selected to receive the John Cotton Dana award from ALA for the work done on the "Book Buddies" program by Neel Parikh, Marcia Schneider and Martha Neves. The award will be presented to Neel Parikh at the ALA conference.

4. Mayor Agnos will be sending his budget request to the controller later this week. It will be a "worst-case" budget since he has to submit a balanced budget and enhancements cannot be achieved unless certain propositions are approved by the voters in June. The mayor's budget analyst will review the library's budget request at a special meeting of the Library Commission.

LIBRARY REPORTS
LIBRARIAN'S GUILD

1. No report.

OTHER STAFF REPORTS

1. None.

FRIENDS OF THE LIBRARY REPORT

1. City Guides "Special Neighborhood Walks" has received a $15,000 grant from the Hewlett Foundation for continuation of their popular walk program.

2. A flyer will be included in water bills for the next two months as part of the Friends membership drive.

3. Friends book sale is June 2-5.

4. $16,000 has been received for new main library planning.

KEEP LIBRARIES ALIVE

1. On Wednesday, May 11, 1988 librarians, trustees and Friends will be visiting all legislators to promote library legislation. Karen Scannell has made appointments with John Burton, Quentin Kopp, Jackie Speier and Milton Marks. Legislation focuses on three areas: public library relief bills, increases in the public library fund and literacy legislation.

2. The newest bill to be introduced is AB 4662 (Delaine Eastin) which proposes to help both school libraries and public libraries. Public libraries would be eligible for both loans and incentive grants. Funding for the program would be from taxing non-cigarette tobacco products (pipe tobacco, chewing tobacco, etc). It will be heard next in the Assembly Revenue and Taxation Committee.

3. Willie Brown's bill, AB 3899, is standing by as a vehicle to use, but no funding source is named. Clute's bill, AB 4657, is not active now.

4. CLA is requesting that the Public Library Fund be fully funded at $37 million. However, the recent deficit news from Sacramento makes it unlikely that the Public Library Fund will receive the full amount.

5. The Governor has provided some funds for the Family Literacy Program authored by Senator David Roberti. Library advocates are being urged to inform the legislators about this program in general.

REPORTS OF STANDING COMMITTEES

PERSONNEL

Edward F. Callanan, Jr.

1. It was moved by Commissioner Callanan and unanimously approved that Resolution #1447 be adopted.

RESOLUTION #1447

APPROVED, non-Civil Service temporary and recertification of temporary appointments made during the month of April, 1988. Also resignations of non-Civil Service temporary and part-time positions made during the month of April, 1988.

OPERATIONS/AUTOMATION COMMITTEE
Commissioner Mary Louise Stong

1. No report.

FACILITIES COMMITTEE
Commissioner Marjorie G. Stern

1. Rudy Nothenberg has made clear that all of our efforts should currently be focused on success in the bond campaign. Timing and public relations are essential to a successful campaign. Mr. Dowlin has prepared a project performance review evaluation technique which will help track efforts over the coming months.

   The Main Committee will be recommending a campaign structure soon.

2. MBT Associates made a presentation on April 28 of the bond development plan. Commissioner Stern received many favorable comments.

3. Asian Art Museum continues to look into the possibility of using the current main library for their operation.

PUBLIC RELATIONS COMMITTEE
Commissioner E. Dennis Normandy

1. No report.

JOINT COMMITTEE ON SPECIAL COLLECTIONS
Commissioner Dennis Wong

1. Commissioner Wong is working with the Friends and Gladys Hanson for enhancing special collections.

FINANCE/BUDGET COMMITTEE
Commissioner Raye G. Richardson

1. It was moved by Commissioner Richardson and unanimously approved that Resolution #1448 be adopted.

RESOLUTION #1448

RESOLVED, That the San Francisco Public Library Commission authorizes the expenditure of approximately $7,000 from the Publication Fund for the purpose of publishing 1,000 copies of the Video Catalog Supplement, a complete listing of videotapes purchased in the 1987-88 fiscal year, to be sold for $7.50 singly or $10.00 for the complete set (both the 1987 and 1988 catalogs).

2. It was moved by Commissioner Richardson and unanimously approved that Resolution #1449 be adopted.

RESOLUTION #1449

RESOLVED, That the San Francisco Public Library Commission hereby authorizes the attendance of Inez Cohen and James Lim at the workshop entitled "Using Databases to Manage Bibliographic Material" to be held as a UC Berkeley extension course on Thursday and Friday, July 14 and 15, 9 a.m. to 4 p.m.; expenses to be paid from Bay Area Reference Center funds, 1987-88, as such funds permit.

3. It was moved by Commissioner Richardson and unanimously approved that Resolution #1450 be adopted:

RESOLUTION #1450

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $300,000 AVAILABLE FROM THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR 1988-89.

WHEREAS, The California State Library has available Federal Library Services and Construction Act funds for the extension and improvement of public library services, and

WHEREAS, The San Francicsco Public Library is eligible to apply for funds to extend and improve reference services; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $300,000 of Library Services and Construction Act funds for the improvement of information and reference service and the establishment of an Information Services Department, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

4. It was moved by Commissioner Richardson and unanimously approved that Resoltuion #1451 be adopted:

RESOLUTION #1451

RESOLVED, That the San Francisco Public Library Commission hereby authorizes the expenditure of $4,144.67 from the library's gift fund for the purchase of books for the collection.

PUBLIC COMMENT

1. None.

NEW BUSINESS

1. None.

There being no further business to discuss, the May 3, 1988 commission meeting was adjourned at 6:10 p.m. upon motion by Commissioner Callanan.

The next regular meeting of the Library Commission will be on Tuesday, June 7, 1988 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION #1447

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April, 1988 be approved:

3602 Library Page, Part Time

Duong, Julie
Ozarow, Jennifer

AND FURTHER, that the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

None

DOCUMENTS DEPT.
JUN 6 1989
SAN FRANCISCO
PUBLIC LIBRARY

A special meeting of the San Francisco Public Library Commission was held Friday, May 20 in the Lurie Room. The meeting was called to order at 4:00 p.m. by President Bransten.

The following Commissioners were noted present: Bransten, Normandy, Richardson, Stern, Stong and Wong. Commissioner Callanan was excused.

1. Commissioner Stern introduced Mrs. Brayton Wilbur, President of the Asian Art Museum. Mrs. Wilbur read a letter she wrote to Mayor Agnos which requested that the Asian Art Museum relocate to the existing main library when the new main library is built. Two resolutions were passed by the Asian Art Museum commission which detailed long-term needs for the museum and issues relating to moving into the existing main library. (Letter and resolutions attached to the file copy of these minutes).

2. It was moved by Commissioner Richardson and unanimously approved that Resolution #1452 be adopted.

RESOLUTION #1452

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND $87,126 IN FUNDS AVAILABLE FROM THE CALIFORNIA LIBRARY SERVICES BOARD FOR CONTINUED SUPPORT OF PROJECT READ, THE LIBRARY ADULT LITERACY PROGRAM, FOR 1988/89.

WHEREAS, The California Library Services Board has funds available for continued support of literacy projects, and

WHEREAS, Project Read provides literacy training of the highest quality to both volunteer tutors and adult students, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $87,126 in California Library Services Act funds for continuation of Project Read for 1988/89; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That there are indirect costs of five percent contained in the budget of this grant.

3. Mr. Dowlin introduced Steve Agostini and Bob Gamble (Mayor's budget office) to the Commission. Mr. Gamble summarized the city's current financial condition. $172 million shortfall is projected for FY 88-89. If passed by the voters, Proposition B will freeze police and fire fighter's pay and Proposition K will override the Gann limitation. Taxes and fees will be raised by $57 million; budget cuts from city departments total $75 million. The library's share of the cuts is $2.4 million.

Steve Agostini detailed anticipated service delivery levels for the library for next year. Various factors were used to determine which branches should be closed: levels of services, circulation trends, patron counts, proximity to branches, reference questions trends, etc. It was recommended that Noe Valley, Golden Gate Valley, Ocean View, Glen Park and the Business Library be closed. Reductions of service at the main library will occur as well as corresponding reductions in technical services and administration. Resource branches will be closed on Sundays and some other branches will have shorter hours.

Bob Gamble stated that if Propositions B and K pass, 1,089 civil service positions will be eliminated; 389 employees laid off. If Proposition K fails, an additional 396 positions will be eliminated; 356 employees laid off. The library will loose 53 positions. Reduced work schedules may reduce the number of layoffs, which were originally anticipated at 33.

Margaret Brodkin, Director of Coleman Advocates, expressed her views on what effect reduced services will have on children. She suggested that volunteers be used to staff branches slated for closure.

Carol Steiman said that Glen Park is isolated and many children use the facility. She stated that the branch should be open Saturday and closed Monday. She said that it would cost $416,000 to keep Noe Valley, Glen Park and Ocean View open and asked the mayor's office to find the funds.

Lucretia Levinger said she doesn't think that all children will learn to read without all branches open. She suggested cutting professional staff, reducing branch hours and not buying any new books next year.

Andrew Grimstad asked Commissioners to review where the library's budget ranks now as opposed to years before Proposition 13. He stated that neighborhood children will not come to the main and doubted that property owners with children will support a bond for the new main. He stated it wasn't necessary to have a librarian on duty in order to keep a branch open.

Ruth Asawa asked that the community help neighborhood libraries to keep them open.

Margaret Matthews asked if any of her previous suggestions for keeping Noe Valley open have been considered.

Miriam Blanstein said that Noe Valley branch is vital to senior citizens since the price of books is so high. Children would have a difficult time crossing many busy streets to travel to Mission Branch.

There being no further business to discuss, the May 20, 1988 special commission meeting was adjourned at 6:10 p.m. upon motion by Commissioner Richardson.

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Minutes

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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
JUNE 7, 1988

The regular meeting of the San Francisco Public Library Commission was held Tuesday, June 7, 1988 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by President Bransten.

On roll call the following Commissioners were noted present: Bransten, Callanan, Normandy, Richardson, Stong and Wong. Commissioner Stern was excused.

It was moved by Commissioner Callanan and unanimously approved that the May 3, 1988 Commission meeting minutes be approved.

It was moved by Commissioner Richardson and unanimously approved that the May 20, 1988 special Commission meeting minutes be approved.

PRESIDENT'S REPORT
Commissioner Edward Bransten

1. President Bransten has written a letter to Mrs. Judith Wilbur, Chair of the Asian Art Commission, to invite that Commission to a joint meeting with the Library Commission to discuss the November bond measures for the new main and upgrading seismic standards in city-owned buildings.

CITY LIBRARIAN'S REPORT
Kenneth Dowlin

1. The Library of Congress has contacted Mr. Dowlin to ask if San Francisco Public Library is interested in housing the "Center for the Book." It would require little space (a desk and chair). It was moved by Commissioner Callanan and unanimously approved the concept of housing "Center for the Book" be approved and asked Mr. Dowlin to investigate possible locations for housing the project.

2. On the recommendation of the City Librarian, it was moved by Commissioner Stong and unanimously approved that Marshall Square be transferred from the jurisdiction of the Real Estate Department to the jurisdiction of the public library.

   President Bransten will send a letter to the Board of Supervisors requesting the transfer of the property.

3. Adelia Lines, General Reference Department, has been appointed by the governor to the California Library Services Board which serves as an advisory group to the State Library.

President Bransten asked Mr. Dowlin to send a letter of congratulations to Ms. Lines.

4. Neil Parikh detailed this year's Summer Reading Program. San Francisco will be one of six bay area counties participating in the program. Fundraising is still being sought for sponsoring the grand prize - day at the zoo.

5. Nancy Musser congratulated the Computer Room staff for the 100% reliability CLSI has been experiencing these last months. CLSI will be expanded to the reading centers later this year as funding permits.

   The Computer Room now has its own city car to make 90 branch visits each month.

   Ortega Branch will be installing a CLSI terminal for public service use. System-wide reserves and renewals will also be explored.

6. MBT Associates will have their work completed next week on the preliminary bond study report for the November bond measure.

   President Bransten asked that a special meeting be held next Tuesday, June 14 at 4:00 p.m. to review the MBT study.

7. Commissioner Callanan asked that discussion and action on elimination of branch services at Noe Valley, Ocean View, Golden Gate Valley, Glen Park and Business Branch be postponed until next Tuesday's special meeting to allow for determination of how much it will cost to close the facilities.

   Commissioner Stong stated that the Commission is being asked to adopt a budget which will devastate library services in the city. She suggested that the Commission review the total budget as well as explore suggestions made by the Friends which include: special tax for libraries, share of hotel tax, reallocation from other departments, use of volunteers under supervision of paid professional coordinator, and neighborhood fund raising efforts.

   There was lengthy discussion about layoffs, service cuts, use of volunteers and funding necessary for keeping all current services intact.

   President Bransten asked for public testimony regarding the budget and reduced library services.

Wilhelm Tietz expressed his feelings on how important Glen Park Library is to him, his family and the U.S. government.

Miriam Blaustein asked that patrons be given ninety days to work out budget problems and find other resources for funding. Noe Valley residents have offered many suggestions to the mayor.

Lucretia Levinger stated that the library has 111 more positions than it had ten years ago (a 40% increase in staff.) Salaries have increased 369%. She also stated that the southern triangle of the city has far fewer library hours than the northern triangle. She said that currently the southern part of the city has 46% fewer library hours than the northern part. The majority of the resource branches are in the northern triangle; all reading centers are in the southern triangle.

Pam Gill explained how important libraries are in conquering illiteracy. Libraries are a source of economical entertainment for her child.

Jean Amos described various suggestions that were made at Noe Valley Branch at last month's public meeting with Mayor Agnos. She asked that the Commission seriously consider suggestions made by the Friends for additional funding sources.

Noe Valley residents are prepared to do everything possible to keep the branch open.

Marcia DeHart commented on the irrevocability of closing a branch and said that if Proposition K passes or fails tonight, the library will be unaffected.

John L. Wocasek compared closing libraries with closing railroads.

Valborg Tietz stated that small branches have never been given blue directional street signs as have the resource branches. She said that the Library Commission has wanted to close small branches for the last twenty years.

8. It was moved by Commissioner Stong with great regret and unanimously approved that the Library Commission provisionally adopt the following main library and branch libraries' hours for next fiscal year.

MAIN LIBRARY:

MONDAY	10:00 A.M. - 6:00 P.M.	8 hours
TUESDAY	1:00 P.M. - 9:00 P.M.	8 hours
WEDNESDAY	10:00 A.M. - 6:00 P.M.	8 hours
THURSDAY	10:00 A.M. - 6:00 P.M.	8 hours
FRIDAY	1:00 P.M. - 6:00 P.M.	5 hours
SATURDAY	10:00 A.M. - 6:00 P.M.	8 hours
SUNDAY	1:00 P.M. - 5:00 P.M.	4 hours
		49 hours

RESOURCE BRANCHES

CHINATOWN, EXCELSIOR, MARINA, MISSION, RICHMOND, SUNSET, WEST PORTAL

MONDAY	10:00 A.M. - 6:00 P.M.	8 hours
TUESDAY	10:00 A.M. - 6:00 P.M.	8 hours
WEDNESDAY	1:00 P.M. - 9:00 P.M.	8 hours
THURSDAY	1:00 P.M. - 6:00 P.M.	5 hours
FRIDAY	1:00 P.M. - 6:00 P.M.	5 hours
SATURDAY	10:00 A.M. - 6:00 P.M.	8 hours
SUNDAY	CLOSED	

OTHER BRANCHES

Merced: Open Thursdays at 1:00 P.M. instead of 10:00 A.M., close Saturday.
North Beach: Open Thursday at 1:00 P.M. instead of 10:00 A.M.
Parkside: Open Thursday at 1:00 P.M. instead of 10:00 A.M.
Potrero: Close Tuesday 12 noon - 1:00 P.M.
Bernal: Close Tuesday 12 noon - 1:00 P.M.
Presidio: Close Tuesday 12 noon - 1:00 P.M.

LIBRARY REPORTS
LIBRARIAN'S GUILD

1. Catherine Bremmer stated that the Guild has worked closely with the administration in minimizing the number of layoffs by encouraging reduced work schedules. The Guild urged the Commission to accept the administration's recommendation for proposed hours of service.

   The Guild is insulted that anyone would consider using volunteers to replace highly trained staff.

   She commended the staff who work at the branches slated for closure for their patience and understanding with their patrons.

   The Guild would like to see more work done on increasing funding in future years.

OTHER STAFF REPORTS

1. None.

FRIENDS OF THE LIBRARY REPORT

1. The Friends book sale on June 2-5 grossed $52,790 with 97% of the 40,000 books gone by Sunday afternoon.

2. The next mini-sale is Sunday, July 10, 11 a.m. to 4 p.m., at Fort Mason, Building A.

KEEP LIBRARIES ALIVE

1. On June 1 the Mayor submitted to the Board of Supervisors his budget including the library cuts. On June 2 Supervisor Wendy Nelder introduced a resolution to the Human Services Committee (Silver, Hsieh and Ward) urging a restoration of the library budget cuts.

   Harriet Fielding, KLA board member, led off the testimony and David Coombes, President of the Friends, also spoke. The Nelder resolution will be taken up by the Finance Committee on June 15 when the Finance Committee considers the library budget.

2. Delaine Eastin's bill for library relief to schools and libraries was shot down by the tobacco lobbyists. At the same time, AB 4290 (Bronzan) sponsored by the California Library Association was approved unanimously by the Assembly Revenue and Taxation Committee. This bill permits cities, counties or library districts to levy a special tax just for library services or facilities upon a two-thirds vote of the people. The bill next goes to the floor of the Assembly. The mayor's office has been given copies of the bill.

REPORTS OF STANDING COMMITTEES

PERSONNEL

Edward F. Callanan, Jr.

1. It was moved by Commissioner Callanan and unanimously approved that Resolution #1453 be adopted.

RESOLUTION #1453

APPROVED, non-Civil Service temporary and recertification of temporary appointments made during the month of May, 1988. Also resignations of non-Civil Service temporary and part-time positions made during the month of May, 1988.

OPERATIONS/AUTOMATION COMMITTEE
Commissioner Mary Louise Stong

1. The Operations/Automation Committee met on Wednesday, May 18 at 1:15 p.m. in the Commission Room. Present were Commissioner Stong, Chair; Commissioners Stern and Normandy, members.

   Disposition of discarded books was discussed. The committee recommended that discards continue to be offered to non-profit organizations provided these organizations have the option of selecting the books they take. Meeting adjourned at 1:45 p.m.

2. Today it was moved by Commissioner Stong and unanimously approved that non-profit orgranizations continue to be offered discarded books and that they have the option of selecting the books they want.

FACILITIES COMMITTEE
Commissioner Marjorie G. Stern

1. No report.

PUBLIC RELATIONS COMMITTEE
Commissioner E. Dennis Normandy

1. No report.

JOINT COMMITTEE ON SPECIAL COLLECTIONS
Commissioner Dennis Wong

1. No report.

FINANCE/BUDGET COMMITTEE
Commissioner Raye G. Richardson

1. It was moved by Commissioner Richardson and unanimously approved that Resolution #1454 be adopted.

RESOLUTION #1454

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $65,000 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE I OF THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR MAJOR URBAN RESOURCE LIBRARIES.

WHEREAS, The California State Library has Federal Library Service and Construction Act funds available to support Major Urban Resource Libraries; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the State of California and continue to be designated as a Major Urban Resource Library; and

WHEREAS, The San Francisco Public Library is eligible for these funds as a city with a population of 100,000 or more; now, therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply for, accept and expend federal funding not to exceed $65,000 for designated Major Urban Resource Libraries; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

2. It was moved by Commissioner Richardson and unanimously approved that Resolution #1455 be adopted.

RESOLUTION #1455

RESOLVED, That the Library Commission hereby authorizes the attendance of Kenneth E. Dowlin, Karen Scannell and/or Faun McInnis at the following statewide reference services meetings sponsored by the California State Library; said meetings to be held during July and August, 1988 at the following locations: July 6 - San Diego; July 18 - Riverside; July 19 - Orange; July 20 - San Jose; July 25 - Lodi; July 26 - Sacramento; July 27 - Monterey; August 1 - Rosemead; August 2 - Oakland; August 3 - Fresno; August 8 - Cerritos; August 9 - Santa Barbara; August 10 - Millbrae; August 15 - Santa Rosa; August 16 - Red Bluff; expenses to be paid from Bay Area Reference Center funds, 1987-88, as such funds permit.

3. It was moved by Commissioner Richardson and unanimously approved that Resolution #1456 be adopted.

RESOLUTION #1456

RESOLVED, That the Library Commission authorizes expenditure of $450 from the gift fund for the printing of 10,000 brochures for the Library for the Blind.

PUBLIC COMMENT

1. John L. Wocasek commented on purpose of Operations/ Automation Committee.

NEW BUSINESS

1. Commissioner Richardson attended the unveiling of King Ashurbanipal on May 24. She invited everyone to take a look at this impressive statue.

2. It was moved by Commissioner Stong and unanimously approved that the Science/Documents Department be commended on the good report they received from the U.S. Government Printing office on the operation of the federal depository.

3. It was moved by Commissioner Callanan and unanimously approved that Catherine and Edward Bransten be congratulated on the celebration of their Golden Wedding Anniversary on June 3.

There being no further business to transact, it was moved by Commissioner Richardson and unanimously approved that the June 7, 1988 commission meeting be adjourned at 6:30 p.m. in honor of Catherine and Edward Bransten's 50th wedding anniversary.

The next regular meeting of the Library Commission will be on Tuesday, July 5, 1988 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION #1453

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of May, 1988 be approved:

3602 Library Page, Part Time

Choy, Lena
Goldner, Kimberly
Helfgott, Eve
Irizarry, Teresa
Jacobson, Erik
Phillips, Sandra
Tam, Christopher

AND FURTHER, that the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part Time

Kwan, Victor
Lee, Samuel
Loesel, Andrew
Tam, Christopher
Tang, James
Wong, Josie
Wong, Sophie
Wy, Jerome

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SAN FRANCISCO
PUBLIC LIBRARY

Minute

SAN FRANCISCO PUBLIC LIBRARY
SPECIAL COMMISSION MEETING
JUNE 14, 1988

A special meeting of the San Francisco Public Library Commission was held on Tuesday, June 14, 1988 in the Lurie Room at the main library.

The meeting was called to order at 4:35 p.m. by President Bransten.

On roll call the following Commissioners were noted present: Bransten, Callanan, Normandy, Richardson, Stong and Wong. Commissioner Stern was excused.

It was moved with regret by Commissioner Richardson and seconded by Commissioner Stong that the following resolution be adopted:

RESOLUTION #1457

WHEREAS, The San Francisco Public Library Commission is very much aware of the budgetary crises in San Francisco, and wishing to comply with the directive from the Mayor to do its share in reducing the deficit; now, therefore, be it

RESOLVED, That the San Francisco Public Library is reducing its requested budget by $2,356,189. These savings will be made by not only closing branches, but also by elimination of Sunday hours and various reduced hours at branches, reduction of hours at the main library and system-wide service reductions.

FURTHER RESOLVED, That should there be additional monies found so that this total reduction may not be necessary, the Commission reserves its right to reverse this resolution pending further study by the City, and be it

FURTHER RESOLVED, That it should be further noted that the proposed cuts will be harmful not only to the branches, but to the entire library system of San Francisco.

(This resolution was tabled later during this meeting.)

President Bransten asked for public testimony.

Lucretia Levinger stated that branches should not be sacrificed in order to build a new main. Branches are being cut 40% more than the main library. She asked that the main library be cut by another 9 positions to keep the branches open.

Mr. Tietz asked the Commission to keep all the branches open.

Shelly Sorenson urged the Commission not to pass the proposed reduced budget. She said the Librarians' Guild opposes branch closings and layoffs.

Bruce Baginski said Ocean View branch is sorely needed by the community. He questioned what is the real total of the city's deficit.

Meriam Blaustein asked the Library Commission and library management to help her group ask the Finance Committee to reinstate the library's budget to full funding.

Stephanie Row supported keeping libraries open as long as they are properly staffed.

Michael Sirleak explained how important the libraries are to the homeless in the city.

Jean Amos asked the Commission to delay action until after the Board of Supervisors Finance Committee meets tomorrow.

Marge Sussman asked the Commission to take an active role in restoring the budget.

Andrew Grimstead asked the Commission not to accept the proposed budget reduction.

Marcia DeHart asked for extended time to keep all libraries open.

Loren Bialik said you lose part of civilization when you close libraries. He presented several ideas for cutting costs including utilizing volunteers and sharing magazines with other branches.

John L. Wocasek said knowledge controls ignorance.

Margaret Kavanagh asked how long the decision on the budget can be postponed.

Eva Maas explained the importance of libraries to children and to keep the facilities open with volunteers from Girl Scouts, PTA, etc.

Pam Gill questioned who decided which libraries will be closed.

Nina Bialik said the business community was willing to donate $75,000 to keep the business library open.

Todd Cockran asked for action by the Commission to restore cuts.

It was moved by Commissioner Richardson and unanimously approved that the following resolution be adopted.

RESOLUTION #1458

WHEREAS, The cultural and intellectual life of this city is enriched by the San Francisco Public Library system and the library system affords its most democratic amenities, now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission formally notifies the Board of Supervisors and the Mayor of the Library Commission's concern that a reduction in the original budget submitted by this Commission for Fiscal Year 1988/89 will deprive this community of important access to library services through the reduction of hours of service, loss of staff and closing of facilities, and be it

FURTHER RESOLVED, That the Library Commission together with the neighborhoods and the library staff strongly supports actions which will keep libraries open providing quality service, and be it

FURTHER RESOLVED, That the San Francisco Public Library Commission goes on record as supporting their original budget request as submitted to the Mayor for Fiscal Year 1988/89.

There being no further business to discuss, the June 15, 1988 special Commission meeting adjourned at 5:40 p.m.

Richard Walsh

Richard Walsh, Secretary
Library Commission

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A special meeting of the San Francisco Public Library Commission was held Friday, June 17 in the Commission Room of the main Library. The meeting was called to order at 4:35 p.m. by President Bransten.

The following Commissioners were noted present on roll call: Commissioners Bransten, Callanan, Normandy, Richardson, Stong and Wong. Commissioner Stern was excused.

President Bransten appointed himself, Commissioner Stern and Commissioner Normandy to work with the Asian Art Museum in planning for a new main. A twelve member committee comprised of six members from the Asian Art Museum, three Library Commissioners and three members from the Friends of the Library will meet later this month to discuss strategies.

MBT Associates presented and reviewed the Bond Program Report for the new main library to the Commission.

There was lengthy discussion about the report.

It was moved by Commissioner Callanan and unanimously approved that the following letter be sent to the Board of Supervisors and the Mayor:

"The San Francisco Public Libraries have received little significant capital investment in the past 25 years. This system, headlined with a central facility opened in 1917, is forced to struggle with providing 20th century library services in facilities essentially designed on 19th century concepts. As the 21st century approaches, it is becoming more obvious that the facilities themselves are now significant barriers in providing access to reading, information and knowledge to the citizens. The central library was declared at capacity in 1947. It is crowded with materials and users, is very labor intensive to operate, and is not totally accessible to the handicapped user. There are branches which have hundreds of thousands of visits per year that are structurally antiquated and have significant barriers to users.

"The San Francisco Library Commission is convinced that the majority of the citizens of the city are willing to provide the capital funds necessary to create a first-class library system. We request that the issue of capital revitalization be placed before the voters in November 1988. The Commission requests the Board of Supervisors to request the voters to authorize the issuance of up to $125 million in general obligations bonds for replacement of the current main library structure and increasing accessibility and long-term safety to branches."

The meeting adjourned at 5:55 p.m.

Richard Walsh

Richard Walsh, Secretary
Library Commission

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Minutes

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
JULY 5, 1988

The regular meeting of the San Francisco Public Library Commission was held Tuesday, July 5, 1988 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by President Bransten.

On roll call the following Commissioners were noted present: Bransten, Callanan, Richardson, Stong and Wong. Commissioners Normandy and Stern were excused.

It was moved by Commissioner Callanan and unanimously approved that the June 7, 1988 Commission meeting minutes be approved.

It was moved by Commissioner Richardson and unanimously approved that the June 14, 1988 special Commission meeting minutes be approved.

It was moved by Commissioner Richardson and unanimously approved that the June 17, 1988 special Commission meeting minutes be approved.

PRESIDENT'S REPORT
Commissioner Edward Bransten

1. President Bransten stated that there has been one meeting with the Asian Art Museum to discuss the new main library and the use of the current main by the museum. Besides President Bransten; Commissioner Normandy, Commissioner Stern, Kenneth Dowlin, David Coombes, Jim Hass and Marilyn Smulyan attended the meeting with representatives from the Asian Art Museum..

2. The Finance Committee of the Board of Supervisors will review the bond issue for the new main at its meeting tomorrow at 2:00 p.m.

3. Commissioners discussed the importance of building the new main to the full capacity of the site, allowing temporary space for other city departments, as well as doing everything possible to have the highest quality building.

CITY LIBRARIAN'S REPORT
Kenneth Dowlin

1. Supevisor Gonzales has asked the library to consider opening the main library an additional evening.

The matter was referred to Operations/Automation Committee for recommendation.

2. Hope Hayes informed the commission that not everyone in the Ocean View District agrees that the branch be relocated to the recreation center at Ocean View playground.
Naomi Williams stated that several residents would like to see the branch located in larger quarters, possibly a new building.

Reverend Louis Allen asked that more time be allowed for creation of a task force of residents to investigate where the best location would be for the branch.

Commissioners agreed that Hope Hayes should continue to discuss the relocation of the branch with the residents of the area and report all recommendations to the commission.

3. Closing the main library on Wednesday and Thursday evenings requires a modification in the library's meeting room policy.

President Bransten referred the matter to the Operations/ Automation committee.

4. It was moved by Commissioner Callanan and unanimously approved that the library submit a supplemental budget appropriation for an amount up to $700,000 to fund the four branch libraries previously slated for closure and to restore some reductions made in technical services.

5. Mr. Dowlin is meeting next week with a group of supporters for the Business Library to discuss future service plans for a business library in the city.

6. On behalf of the Library Commission, President Bransten thanked all staff who participated in the physical closure of the Business Library. President Bransten recognized the difficulties associated with removing the collection, shelving, furniture and equipment from the location.

7. It was moved by Commissioner Callanan and unanimously approved that Resolution #1460 be adopted.

RESOLUTION #1460

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $50,000 AVAILABLE IN STATE FUNDS FOR FAMILIES FOR LITERACY PROGRAMS FOR FISCAL YEAR 1988-89.

WHEREAS, Studies show that literacy can be prevented and that family reading activities help prepare children to become readers; and

WHEREAS, The California State Library has invited libraries participating in the California Literacy Campaign to apply for state funds to develop programs to encourage and promote family participation in reading; and

WHEREAS, The San Francisco Public Library is eligible to apply for funds through Project Read Library Adult Literacy program; and

WHEREAS, The Children's Services program of the library will work in coordination with Project Read on this project; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $50,000 in California State funds for state fiscal year 1988-89, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

8. 4,364 children are currently enrolled in this year's summer Reading Program. KGO-TV has been advertising the program throughout the Bay Area and has done two news features each week.

LIBRARY REPORTS
LIBRARIAN'S GUILD

1. Shelly Sorensen thanked the Library Commission for their support on requesting full funding for the library for FY 1988-89. She expressed concern that the public thinks all libraries were saved and there was no reduction in services. She asked the Commission to help inform the public, through public relations/press conferences, of these cuts.

OTHER STAFF REPORTS

1. Tony Lopes, Art and Music Department, read a letter he authored concerning exceptions to the order of layoffs for two 3618 positions in the computer room. Mr. Dowlin stated that the protest is being reviewed.

2. Glenda Goldwater asked the Commission to review open hours on Tuesdays for the main library.

   Florence Mitchell stated that open hours in the branches should also be reviewed.

   The Operations/Automation committee will review these matters later this month.

FRIENDS OF THE LIBRARY REPORT

1. No report.

KEEP LIBRARIES ALIVE

1. Peter Birdsall of Sacramento has been hired to fund the campaign for the state library construction bond issue (SB 181 - $75 million). A former associate of Wilson Riles in the State Department of Education, he has run several other statewide education campaigns. The ballot argument will be submitted this month and we should learn the state proposition number at that time.

2. As reported last month, Delaine Eastin's bill AB 4662 for school libraries and public libraries was defeated by the tobacco lobby since funds were to come from a tax on pipe tobacco, chewing tobacco, etc. Now Assemblywoman Eastin writes that her library concerns are being incorporated in Willie Brown's bill AB 3899. AB 3899 already contains an additional $7.5 million for the Public Library Fund.

   It is not likely that Governor Deukmejian will approve additional monies for the Public Library Fund because of the state budget crunch.

ADVISORY COMMITTEE FOR THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED REPORT

1. Minutes of May 4, 1988 ordered filed.

REPORTS OF STANDING COMMITTEES
PERSONNEL

1. It was moved by Commissioner Callanan and unanimously approved that Resolution #1459 be adopted.

RESOLUTION #1459

APPROVED, non-Civil Service temporary and recertification of temporary appointments made during the month of June, 1988. Also resignations of non-Civil Service temporary and part-time positions made during the month of June, 1988.

OPERATIONS/AUTOMATION COMMITTEE
Commissioner Mary Louise Stong

1. No report.

FACILITIES COMMITTEE
Commissioner Marjorie G. Stern

1. No report.

PUBLIC RELATIONS COMMITTEE
Commissioner E. Dennis Normandy

1. No report.

JOINT COMMITTEE ON SPECIAL COLLECTIONS
Commissioner Dennis Wong

1. No report.

FINANCE/BUDGET
Commissioner Raye G. Richardson

1. No report.

PUBLIC COMMENT

1. John L. Wocasek stated that the library should be open Monday through Friday, 9 a.m. to 9 p.m. and on Saturdays and Sundays.

2. William Dick expressed concern that the proposed new main library building is too large for San Francisco. He compared square footage of main libraries vs. population of various cities throughout the United States. He said the size of the new building should be reduced to make the bond issue more achievable.

NEW BUSINESS

1. Mrs. Henrietta Abrams asked the cost of the CLSI computer system. Mr. Dowlin responded that the system has cost approximately $1.9 million over the last ten years. She said she favored the old check-out system and has turned in her library card.

There being no further business to transact, it was moved by Commissioner Callanan and unanimously approved that the July 5, 1988 commission meeting be adjourned in 6:30 p.m.

The next regular meeting of the Library Commission will be on Tuesday, August 2, 1988 at 4:30 p.m. in the Commission Room of the main library.

Richard P. Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION #1459

RESOLVED, That the following non-Civil Service temporary and recertification of temporary appointments which have been made by the City Librarian for the month of July, 1988 be approved:

None

AND FURTHER, That the following resignations of non-Civil Service temporary and part-time positions be accepted:

3602 Library Page, Part-Time

Choy, Lena
Hoff, Jennifer
King, Stephen
Landis, Stephen
Speed, Shannon
Tam, Tran
Tom, Roger

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Minutes

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AUG 15 1988
SAN FRANCISCO PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
AUGUST 2, 1988

The regular meeting of the San Francisco Public Library Commission was held Tuesday, August 2, 1988 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by President Bransten.

On roll call the following Commissioners were noted present: Bransten, Callanan, Normandy, Richardson, Stern, Stong and Wong.

It was moved by Commissioner Callanan and unanimously approved that the July 5, 1988 Commission meeting minutes be approved as submitted.

PRESIDENT'S REPORT
Commissioner Edward Bransten

1. President Bransten announced that he was saddened to learn of the death of Mr. Dowlin's sister in Colorado. Mr. Dowlin will return to work on Thursday. The Secretary was directed to send a letter of condolence to Mr. Dowlin.

2. Commissioner Stern was welcomed back from her vacation.

CITY LIBRARIAN'S REPORT
Karen Scannell, Assistant City Librarian

1. Mr. Ramirez reported that Mr. Dowlin has met with interested parties concerned with continuation of a business library. He has asked the group to submit a written proposal which outlines funding sources.

2. It was moved by Commissioner Stong and unanimously approved that the following resolution be adopted:

RESOLUTION #1462

WHEREAS, The Fondazione Giovanni Agnelli of Turin, Italy, is offering major American libraries the videodisc "de Italia. Encyclopedia of Italian Civilization", which includes a laser videodisc player, a television monitor and automated indexing and search equipment valued at $8,000; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission hereby accepts the gift of the "de Italia, Encyclopedia of Italian Civilization" videodisc and associated equipment with gratitude, and be it

FURTHER RESOLVED, That this acceptance does not commit the City and County of San Francisco to any expenditure of funds.

The Secretary was directed to prepare a letter thanking the foundation for this gift.

3. It was moved by Commissioner Stern and unanimously approved that Resolution #1463 be adopted:

RESOLUTION #1463

RESOLVED, That the San Francisco Public Library Commission accepts the generous offer from Pacific Bell of a PC II, a monitor, a printer, software for bulletin board and electronic mail functions, technical support and data entry help to support the Library's LSCA project, the San Francisco Connection; such acceptance not to commit the City and County of San Francisco to any expenditure.

The Secretary was directed to prepare a letter thanking Pac Bell for this gift.

4. It was moved by Commissioner Richardson and unanimously approved that Resolution #1450 be amended to reflect corrected grant amount total as follows:

RESOLUTION #1450

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $303,550 AVAILABLE FROM THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR 1988-1989.

WHEREAS, The California State Library has available Federal Library Services and Construction Act funds for the extension and improvement of public library services, and

WHEREAS, The San Francisco Public Library is eligible to apply for funds to extend and improve reference services; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $303,550 of Library Services and Construction Act funds for the improvement of information and reference service and the establishment of an Information Services Department, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

5. Hope Hayes presented the following report:

Recognizing the need for ongoing communication between the library and the neighborhood residents who use the branch libraries, a meeting with concerned neighborhood groups was held July 19, 1988. The individuals and groups represented were: The Glen Park Association, Friends of Noe Valley, OMI Neighbors in Action, the City Librarian, Librarians' Guild, Coordinator of Children's Services and Chief of Branches.

The meeting's open discussion format allowed the community groups to voice their concerns and brought forth many ideas for creating a stronger commitment to maintaining good library service in the neighborhoods and throughout the system. The following projects were adopted:

- A survey of neighborhood residents in the four "imperiled" branch library areas. The surveys will be distributed on August 17 to the neighborhood groups whose volunteers will serve as survey takers for the libraries. The purpose of the survey is to help improve neighborhood library service and encourage library use by non-users.

- Friends of Noe Valley will obtain permission to restore two murals on the Noe Valley Branch.

- The library is actively seeking a 3632 Librarian II to supervise Ocean View and the other centers.

- Glen Park offered volunteers to keep branch windows clean and do other tasks that will assist the library.

- Andy Grimstadt offered to provide electronic calculators for the branches.

- The Librarians' Guild outlined the kind of gifts and assistance they felt most libraries and librarians found highly useful, such as monetary gifts for the book fund, etc.

- Ocean View representatives felt that outreach to their Senior Center would prove productive - a small rotating collection at the Senior Center or a program fashioned in the manner of Bookbridge, but not quite as extensive. (This can quite possibly be arranged.)

- Glen Park Association wanted a fact sheet on the connection between the main and branch libraries as a means of assisting the library with the November bond issue.

This Council will meet again on Thursday, September 29 and meetings will continue to be scheduled bi-monthly.

6. Neel Parikh reported that 6,773 children are registered for this year's summer reading program. Summer readers will be guests of the zoo on August 19, 20 and 21. The library will have a booth and provide promotional materials at the event.

   KGO TV continues to present two stories each week about libraries.

7. Nancy Musser reported that there were 14 hours of downtime for CLSI on July 20 and 21. Spare parts needed to be flown in from Boston.

   The Secretary was directed to draft a letter to the President of CLSI expressing support for a CLSI parts center on the west coast.

8. The $690,000 supplemental to keep the four branches open which were previously slated for closure will be received by the Board of Supervisors tomorrow. The Finance Committee will hear the matter in about three weeks.

9. A proposal has been prepared to use open space funds to fund library services to children after school at school yard program sites, recreation and park facilities and branches.

LIBRARY REPORTS
LIBRARIAN'S GUILD

1. No report.

OTHER STAFF REPORTS

1. Richard Walsh reported that the fire supression system in Special Collections and the basement areas is scheduled to be completed by August 31.

   Excavation necessary for the compact storage facility in the basement has begun.

   The bid has been awarded for emergency lighting and smoke detectors in the central stacks, Art & Music stacks and basement areas. Construction will not begin for at least four months.

FRIENDS OF THE LIBRARY REPORT

1. The Friends distributed a fact sheet for the bond proposal for a new main library.

KEEP LIBRARIES ALIVE

1. AB 3899 (Willie Brown), the Public Library Relief Act, which included public library and public school library help as outlined in Delain Eastin's bill, was eventually defeated by Republicans in the State Assembly.

2. Dale Shimosagi, Willie Brown's education aide, reported that the Speaker is still looking for another bill to carry library relief in the 1988 legislative session.

3. The statewide campaign for Proposition 85 is gaining widespread support with endorsements from such groups as the state PTA, SEIU, etc. Local library groups are working with various authors to promote Proposition 85 in their communities. The state campaign is pleased that San Francisco will include Proposition 85 in the local campaign literature.

REPORTS OF STANDING COMMITTEES

PERSONNEL

Commissioner Edward F. Callanan, Jr.

1. It was moved by Commissioner Callanan and unanimously approved that Resolution #1461 be adopted.

RESOLUTION #1461

APPROVED, non-Civil Service temporary and recertification of temporary appointments made during the month of July, 1988. Also resignations of non-Civil Service temporary and part-time positions made during the month of July, 1988.

OPERATIONS/AUTOMATION COMMITTEE

Commissioner Mary Louise Stong

Commissioner Stong submitted the following committee meeting minutes for the record:

1. A meeting of the Operations/Automation Committee was held on July 27, 1988 at 1:30 p.m. Present were Commissioner Stong, chair; Commissioner Stern, member. Commissioner Wong was excused.

The meeting room policy was discussed. It was agreed by Commissioners Stong and Stern that the meeting room policy C be amended to read as follows: Section C. New 2. "In the main library, public and private non-profit civic, cultural and educational groups and organizations may schedule single meetings during hours that the library is open. Meeting space must be requested three months in advance."

After a brief discussion, it was agreed that changes in the open hours schedule of the main would be put off until September after patron usage and staff patterns are evaluated. In the meantime, two extra hours should be added to the main library's schedule: Opening at 12 noon on Tuesdays and Fridays, instead of 1:00 p.m.

Also to be assessed in September are the closing hours of stacks and usage of main children's room. It will be recommended to the Commission that the open hours for main library and branches be accepted with the addition of two extra open hours for the main library effective August 8. Meeting adjourned at 2:15 p.m.

2. Today, it was moved by Commissioner Stong and unanimously approved that the main library be opened at noon on Tuesdays and Fridays effective August 15.

3. Today, it was moved by Commissioner Stong and unanimously approved that the meeting room policy be amended by adding the following:

Section C Scheduling (Formerly D)

2. "In the main library, public and private non-profit civic, cultural and educational groups and organizations may schedule single meetings during hours that the library is open. Meeting space must be requested three months in advance."

FACILITIES COMMITTEE
Commissioner Marjorie G. Stern

1. Commissioner Stern submitted the following minutes for the record:

A meeting of the Facilities Committee was held July 27, 1988 at 2:15 p.m. Present were Commissioner Stern, chair; Commissioner Stong, member. Commissioner Normandy was excused.

A neighborhood group from the Ocean View district was in the audience to protest the moving of Ocean View branch from Broad Street to the Recreation Center. A petition signed by many Ocean View residents was presented to the committee. After much discussion it was agreed that Commissioners' Stern and Stong would recommend to the Commission that Ocean View branch remain in its present location and, if at all possible, a better location be sought depending on the usage of the library.

Commissioner Stern gave an update on the new main library proposal. Activities are moving along on a positive note. Meeting adjourned at 3:30 p.m.

2. Today, it was moved by Commissioner Stern and unanimously approved that Ocean View Branch should remain in its present location and, if at all possible, a better location be sought.

3. An Ocean View resident present in the audience offered the use of volunteers to improve the hours and appearance of the branch.

4. The fact sheet for the bond proposal for the new main library is attractive and extremely important. The first meeting of the speakers bureau for the new main will be held tonight at 7:00 p.m.

5. The Asian Art Museum is working very hard with the Commission for passage of the bond issue. Commissioner Stern, Judy Wilbur and Jim Haas have written articles emphasizing the need for the new main which have been published in various local publications. Sally Brunn has been working with the Council of District Merchants.

6. Commissioner Richardson stated that the fact sheet for the bond proposal should include the fact that improvements will be made in all branches, not just city owned facilities.

PUBLIC RELATIONS COMMITTEE
Commissioner E. Dennis Normandy

1. Commissioner Normandy and Ken Dowlin will be meeting on publicity related to taking the library into the 21st Century.

JOINT COMMITTEE ON SPECIAL COLLECTIONS
Commissioner Dennis Wong

1. No report.

FINANCE/BUDGET
Commissioner Raye G. Richardson

1. No report.

PUBLIC COMMENT

1. Matthew Branner suggested that the San Francisco Urban Fair Festival would be an excellent opportunity to inform the public of the need for a new main library.

2. Ed W. Regan asked that the Library Commission charge one cent instead of 15 cents for photocopies and that some branches and the main library be open until midnight.

3. William Dick asked how $8 million will be raised for furnishing the new main. Commissioner Stern stated the funds will be raised privately. He also stated that the interest on the bonds will amount to $79 million.

4. Reverend Louis Allen informed the Commission that OMI is still seeking a better location for Ocean View Branch.

NEW BUSINESS

1. None.

There being no further business to transact, it was moved by Commissioner Callanan and unanimously approved that the August 2, 1988 commission meeting be adjourned at 6:15 p.m. in memory of Jane Ferdon, retired librarian, who passed away last weekend and that a letter of this action be sent to her brother, John Ferdon.

The next regular meeting of the Library Commission will be on Tuesday, September 6, 1988 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION #1461

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of July, 1988 be approved:

3630 Librarian I

Maynard, Kathleen

3602 Library Page, Part Time

Jeorge, Charles
Young, Burrel

AND FURTHER, That the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part Time

Goldner, Kim
Jew, Sharon
Madden, Monica
Portocorero, Oscar
Webb, James

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SEP 20 1988
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
SEPTEMBER 6, 1988

The regular meeting of the San Francisco Public Library Commission was held Tuesday, September 6, 1988 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by Commissioner Callanan.

On roll call the following Commissioners were noted present: Callanan, Carlson, Chin, Coulter, Kalil, Normandy and Stern.

It was moved by Commissioner Callanan and unanimously approved that the August 2, 1988 Commission meeting minutes be approved as submitted.

Commissioner Callanan welcomed Commissioners Carlson, Chin, Coulter and Kalil to the Library Commission. Mayor Agnos held a swearing-in ceremony for our new commissioners at 2:00 today.

It was moved by Commissioner Stern and unanimously approved that the bylaws be suspended in order to elect officers of the Commission.

It was moved by Commissioner Stern and unanimously approved that Commissioner Coulter serve as President of the Commission.

It was moved by Commissioner Normandy and unanimously approved that Commissioner Kalil serve as 1st Vice President of the Commission.

PRESIDENT'S REPORT
Commissioner Steven Coulter

1. No report.

CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

1. Robert Scrofani, Board of Directors of Henry George School of Social Science, highlighted Henry George's life in San Francisco. He requested that a room in the main library, preferably the History Department, be renamed to honor the memory of Henry George.

   The matter was referred to Facilities Committee for further study and recommendation.

2. Mr. Dowlin asked Commissioners to set aside some time during the month to allow for further orientation of the variety of services offered by the library.

3. Mr. Walsh stated that the fire supression system has been completed in the San Francisco Room. The department will reopen on October 4.

The cement floor in the basement compact storage facility has been installed and the shelving units are now being fabricated.

A fire safety study of the main library will begin soon which will investigate and evaluate different types of smoke/heat warning systems, alternatives for installing a secondary exit for various floors at the east wall of the building, and provide a project cost estimate for fire safety improvements.

LIBRARY REPORTS
LIBRARIAN'S GUILD

1. Shelly Sorensen, President of the Librarian's Guild, welcomed new Commissioners and thanked the members of the Personnel Committee for sending letters of thanks to staff members who were recently laid off due to budget reductions.

OTHER STAFF REPORTS

1. Margaret Wyatt, Special Media Department, invited Commissioners to view a videotape demonstrating "Deaf Performance Art" today at 7:00 in the Lurie Room.

2. Glenda Goldwater, Literature Department, requested better organization between the organizers of the San Francisco Fair and the library in the future to help reduce the noise level and increase accessibility to the main library during the fair.

   A letter will be sent detailing the problems the main library experienced this year with the fair.

FRIENDS OF THE LIBRARY REPORT

1. Margaret Mayer invited Commissioners to the next Friends board meeting on Wednesday, September 14 at 12:15 in the Commission Room.

KEEP LIBRARIES ALIVE

1. Keep Libraries Alive has thanked the Finance Committee of the Board of Supervisors for voting an additional $700,000 from the Court Budget to fund restoration of hours at the main library and at the seven resource branches.

   Keep Libraries Alive has also been in touch with the Mayor's Office to say how important the additional hours are for the students and the general public.

2. Proposition 85, the $75 million bond issue on the state ballot for constructing new libraries and remodelling old libraries, is being viewed as a referendum on the importance of libraries. A large vote for Proposition 85 will be of major help in convincing the Legislature and the Governor of the need for library bonds and library legislation in the future. Consequently, the California Library Association, Commissioners Association (CALTAC) and the Friends of the Library statewide are launching as big a campaign as possible for Proposition 85.

   Locally, information on the state bond campaign is being distributed along with the local library bond information.

REPORTS OF STANDING COMMITTEES

PERSONNEL

1. It was moved by Commissioner Callanan and unanimously approved that Resolution #1464 be adopted.

RESOLUTION #1464

APPROVED, non-Civil Service temporary and recertification of temporary appointments made during the month of August, 1988. Also resignations of non-Civil Service temporary and part-time positions made during the month of August, 1988.

OPERATIONS/AUTOMATION COMMITTEE

1. No report.

FACILITIES COMMITTEE
Commissioner Marjorie G. Stern

1. Commissioner Stern expressed concern that no one has really expressed what a library means to a city. She quoted Vartan Gregorian's thoughts on a new main library and the value the library system plays with social issues which we are experiencing today.

2. She presented the April '88 SPUR newsletter which details the Civic Center master plan. The new main will be the keystone to completion of the Civic Center.

PUBLIC RELATIONS COMMITTEE
Commissioner E. Dennis Normandy

1. No report.

JOINT COMMITTEE ON SPECIAL COLLECTIONS

1. No report.

FINANCE/BUDGET

1. It was moved by Commissioner Callanan and unanimously approved that Resolution #1465 be adopted:

RESOLUTION #1465

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND AN AMOUNT NOT TO EXCEED $15,000 AVAILABLE FROM THE FEDERAL LIBRARY SERVICES AND CONSTRUCTION ACT FOR AN OLDER ADULTS MATERIALS COLLECTION DEVELOPMENT GRANT FOR FISCAL YEAR 1988-89.

WHEREAS, The California State Library has invited libraries serving adults over 60 years of age to apply for three grants of $5,000 each for Older Adults Materials Collection Development grants; and

WHEREAS, The San Francisco Public Library is eligible to apply for these grants for branches which serve a large percentage of older adults; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $15,000 in Library Services and Construction Act funds for federal fiscal year 1988-89; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

PUBLIC COMMENT

1. Various members of the audience expressed their views on the Commission and library's staff involvement on the campaign for passage of the November bond issue for a new main.

2. Richard Rothman described a problem he has experienced borrowing a reference copy of a government document.

   He also stated that the vend price for copies in the library was expensive, especially when individuals make several copies.

   The matter was referred to Operations/Automation Committee for further review and recommendation.

NEW BUSINESS

1. None.

There being no further business to transact, it was moved by Commissioner Callanan and unanimously approved that the September 6, 1988 commission meeting be adjourned at 5:30 p.m.

The next regular meeting of the Library Commission will be on Tuesday, October 4, 1988 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION #1464

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of August, 1988 be approved:

3602 Library Page, Full-Time

Chu, Chi N.

1630 Account Clerk

Ho, Evelyn

3602 Library Page, Part-Time

Lac, John
Ramos, Przywara R.
Geller, Keith
Lew, Shirley
Dink, Loc
Tashima
Dueng, Quyen T.
Luu, Raymond
Gedulig, Guy
Ha, Nhan
Minapara, Naseem
Davidson, Ross
Cabrera, Emily
Wheatley, Kelly
Pribram, Karl
Tam, Serenia
Trink, Sau

1771 Media Production Specialist

Schwabe, David E.

AND FURTHER, that the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part Time

Hiu, Lewis
Weng, Susan
Dirk, William
Ngo, Lihn
Cheung, Lilian
Rosen, Steve

Minutes

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OCT 17 1988

SAN FRANCISCO PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
OCTOBER 4, 1988

The regular meeting of the San Francisco Public Library Commission was held Tuesday, October 4, 1988 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by President Coulter.

On roll call the following Commissioners were noted present: Callanan, Carlson, Chin, Coulter, Kalil, Normandy and Stern.

It was moved by Commissioner Callanan and unanimously approved that the September 6, 1988 Commission meeting minutes be approved as submitted.

PRESIDENT'S REPORT
Commissioner Steven Coulter

1. President Coulter announced that the seating arrangement has been changed which will enable Commissioners to clearly see each other and bring the audience closer to the Commission.

   He also directed the secretary to capture more details expressed by individuals during the public comment section of the agenda.

2. Dr. Eugene Gonzales presented the Secretary's Regional Award, U.S. Department of Education, to Olive Gamble for her dedicated work as director of Project Read for the last five years.

   June Stand will serve as the new Project Read director.

3. Buck Delventhal, Assistant City Attorney, reviewed various provisions of the Brown Act, Political Reform Act, Public Records Act, solicitation of campaign contributions, litigations and award of contracts with the Commission.

   He stressed the point that the City Attorney's Office is available to answer questions and concerns of the Commission in all legal matters.

4. Hope Hayes described the duties of the Advisory Committee to the Gay/Lesbian Collection at Eureka Valley - Harvey Milk Memorial Branch.

   It was moved by Commissioner Callanan and unanimously approved that Celeste West and Thomas Tavis be appointed to serve on the Advisory Committee to the Gay/Lesbian Collection.

5. President Coulter asked chairpersons of commission standing committees to spend some time this month preparing an outline of goals and strategies for their committee. A mission statement and outline of an action plan should be prepared by the December regular meeting.

6. It was moved by Commissioner Kalil and unanimously approved that Commissioner Callanan be elected 2nd Vice President.

7. President Coulter asked the Personnel Committee to develop a process for evaluating job performance for City Librarian and Secretary.

CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

1. Mr. Dowlin introduced Ruth Metz, Director of Bay Area Library Information System Advisory Board. She spoke about the authority, organization, funding, staffing and programming of BALIS.

2. Karen Scannell reviewed the process for obtaining federal and state grants. She detailed the status of current grants awarded to the library.

3. The fire supression system is installed in the San Francisco room. The department will reopen this Thursday, October 6.

LIBRARY REPORTS
LIBRARIAN'S GUILD

1. No report.

OTHER STAFF REPORTS

1. None.

FRIENDS OF THE LIBRARY REPORT

1. No report.

KEEP LIBRARIES ALIVE

1. On September 29, 1988 at the Neighborhood Libraries' Council Meeting, citizen representatives from the four libraries that were slated to close voiced concern about the future of their branches.

   It was decided to extend the group to citizens of other neighborhoods and to organize now to have the strongest possible library budget in the coming year.

2. There is activity throughout the state by Friends' groups to make the public aware of Proposition 85, the state library bond issue - with special emphasis being placed on placing editorials.

   The latest poll showed that the support had risen for Proposition 85, but it was still lower than support for the other state bond measures. (The state proposition requires only a 51% vote.)

REPORTS OF STANDING COMMITTEES

PERSONNEL

1. It was moved by Commissioner Callanan and unanimously approved that Resolution #1466 be adopted.

RESOLUTION #1466

APPROVED, non-Civil Service temporary and recertification of temporary appointments made during the month of September, 1988. Also resignations of non-Civil Service temporary and part-time positions made during the month of September, 1988.

OPERATIONS/AUTOMATION COMMITTEE
Commissioner Lonnie K. Chin

1. No report.

FACILITIES COMMITTEE
Commissioner Marjorie G. Stern

1. No report.

PUBLIC RELATIONS COMMITTEE
Commissioner E. Dennis Normandy

1. No report.

ARCHITECT SELECTION COMMITTEE
Commissioner Jean Kalil

1. No report.

FINANCE/BUDGET
Commissioner Dale A. Carlson

1. No report.

PUBLIC COMMENT

1. Hal Cruzan, Society for the Preservation of all City Libraries, commended the current Commission on its high level of probity and concern for views of the public. He also stated that he was impressed with Commissioner Kalil's outstanding qualifications as mentioned in a recent article in The Independent.

   He stated only two of the proposed fourteen forums to discuss the new main library were ever held. He said that he and fellow constituents will be very interested in the actions of the Commission in the future. President Coulter invited Mr. Cruzan to work with Commissioner Normandy and the Public Relations Committee in the decision making process.

2. Miss Effie Lee Morris, member of California Library Services Board and retired coordinator of Children's Services at SFPL, wished Commissioners success in building a new main library on Marshall Square.

NEW BUSINESS

1. Commissioner Normandy requested that when matters are brought to the Commission for action that a standard format be established which would delineate the problem, provide background information, list options explored by library administration, costs of actions and recommended action. President Coulter asked Commissioner Normandy to provide a copy of the format to the Operations/Automation Committee for review.

There being no further business to transact, it was moved by Commissioner Carlson and unanimously approved that the October 4, 1988 commission meeting be adjourned at 6:35 p.m.

The next regular meeting of the Library Commission will be on Tuesday, November 1, 1988 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION #1466

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September, 1988 be approved:

3602 Library Page, Part-Time

Carey, Eleanor
Eng, Suzanne
King, Holly
O'Neil, Mary
Kim, Kyu
Chan, Portia
Monservas, Susie
Vallier, Monte
Choy, Lena
Donovan, John
Zuniga, Luis
Coleman, Crystal
Cabrera, Emily
Wheatley, Kelly
Pribram, Karl
Tam, Serenia
Trink, Sau

AND FURTHER, that the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part Time

Chung, Kenny
Chin, David
O'Keefe, James
Valeri, Imus
Ozarow, Jennifer

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NOV 21 1988

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
NOVEMBER 1, 1988

The regular meeting of the San Francisco Public Library Commission was held Tuesday, November 1, 1988 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by President Coulter.

On roll call the following Commissioners were noted present: Callanan, Carlson, Chin, Coulter, Kalil, Normandy and Stern.

It was moved by Commissioner Callanan and unanimously approved that the October 4, 1988 Commission meeting minutes be approved as submitted.

PRESIDENT'S REPORT
Commissioner Steven Coulter

1. Today, President Coulter attended the Managerial Excellence 1988, 8th Annual Awards Luncheon which honored 44 managerial city employees. David Lofting, Library Technician, was recipient of one of the awards. President Coulter congratulated Mr. Lofting for his achievements.

2. The Fall, 1988 issue of Public Libraries shows that a survey of attendees at the 1988 American Libraries Association Midwinter Meeting named Ken Dowlin as one of the ten library leaders who are "making a difference in the public library field."

   Interviews with these library leaders to determine what traits were most important in making a library leader led to six conclusions. The library leaders selected were said to have vision, a commitment to public libraries, courage and risk taking, openness to others, political savvy and professional involvement.

   President Coulter congratulated Mr. Dowlin for this recognition.

CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

1. Inez Cohen reported that the "San Francisco Connection" began operation on October 1. The two part project provides municipal reference service for city officials and employees and also provides for the development of a continuous update of three local data bases: city government directory, a directory of San Francisco businesses, and a bay area publishing directory.

Four librarians and one library technician are currently employed; a library assistant and clerk typist still need to be hired.

The San Francisco Connection should be on-line after the first of the year.

2. Mr. Dowlin reported that the books currently stored at 1680 Mission Street will be moved to Brooks Hall. Rudy Nothenberg, CAO, was thanked for providing the space at Brooks Hall and Dick Evans, DPW, was thanked for loaning the funding for the move.

3. The holiday policy and schedule for the library was presented to Commissioners as information.

LIBRARY REPORTS
LIBRARIAN'S GUILD

1. No report.

OTHER STAFF REPORTS

1. None.

FRIENDS OF THE LIBRARY REPORT

1. No report.

KEEP LIBRARIES ALIVE

1. Steve Agostini of the Mayor's Office is now preparing the library budget for 1989-90. Mr. Agostini was present at the Library-Recreation & Park session of the Coleman Advocates conference in October when various proposals were discussed to bring books to children, including the suggestion of a bookmobile to go to housing projects.

KLA looks forward to having the Commission take a leadership role in seeing that the main and resource hours are restored in the 1989-90 budget and to support innovative outreach programs.

2. According to the October field poll, support for the state proposition 85 has dropped to its lowest level as has the support for other bond issues. It is hoped that a phone call campaign and editorials will help pass the measure.

The weekend following the election, Friends of California Libraries will be meeting in conjunction with the California Library Association's annual meeting in Fresno. Joint sessions will analyze election results and propose plans for the future.

REPORTS OF STANDING COMMITTEES
PERSONNEL

1. It was moved by Commissioner Callanan and unanimously approved that Resolution #1467 be adopted.

RESOLUTION #1467

APPROVED, non-Civil Service temporary and recertification of temporary appointments made during the month of October, 1988. Also resignations of non-Civil Service temporary and part-time positions made during the month of October, 1988.

2. Commissioner Callanan submitted the following minutes for the record:

> The Personnel Committee met on Friday, October 21 at 4:00 p.m. in the Commission Room. Present were Commissioner Callanan, Chair; Commissioners Kalil and Normandy, members.
>
> BALIS Membership: Committee members unanimously agreed to recommend to the full Commission that the Board of Supervisors appoint Commissioner Kalil to serve on the BALIS Advisory Board, to replace Dennis Wong.
>
> Evaluation of City Librarian and Secretary: Committee members received performance evaluation forms used by the City and State. They were asked to review the forms and consider incorporating them into the evaluation process. The committee will discuss this matter at their next meeting.
>
> Goals/Strategies: Commissioner Callanan presented a preliminary draft of the mission, goals and strategies of the personnel committee. The committee spent considerable time reviewing and revising the draft. The committee agreed to redraft the goals and strategies and review it at the next committee meeting before submission to the full commission.
>
> Meeting adjourned at 5:00 p.m.

3. Today it was moved by Commissioner Callanan and unanimously approved that the Library Commission recommends to the Board of Supervisors that Jean Kalil be appointed to serve on the BALIS Advisory Board.

   The Personnel Committee will be reviewing recommendations for an alternate for Commissioner Kalil at its next meeting.

4. Today Commissioner Callanan asked Commissioners to review the current draft of committee goals/strategies and to send in their comments to him or Mr. Walsh.

OPERATIONS/AUTOMATION COMMITTEE
Commissioner Lonnie K. Chin

1. Commissioner Chin submitted the following minutes for the record:

The Operations/Automation Committee met on Friday, October 21 at 5:00 p.m. in the Commission Room. Present were Commissioner Chin, Chair; Commissioners Callanan and Normandy, members.

Reference Material Loan Policy: The loan policy on government documents and other reference material was discussed. The committee decided to review this as well as other policies when codification of current policies and procedures are completed later this year. Also, other libraries will be polled to determine how other libraries handle loans of reference materials.

Vend Price for Copiers: Joe Longo, Card Systems USA, described current agreement on coin-operated copiers. Proposed using a card system in main beginning January, 1989. Using a card system, patrons would be able to obtain copies for as little as 8 cents. No commission would be paid on card copies and over-all commission would be 12%.

Committee will recommend acceptance of this proposal to full commission at next meeting.

Review of Main Library Public Service Hours: Committee recommended keeping current public service hours at the main based on current budget.

Goals and Strategies: Committee members to draft goals and strategies for review at next committee meeting. Administration, staff and the public were asked to send their input on goals to the committee.

Meeting adjourned at 6:00 p.m.

FACILITIES COMMITTEE
Commissioner Marjorie G. Stern

1. There was no meeting of the Facilities Committee during October.

2. Commissioner Stern expressed her concern for continuation of the Joint Committee for Special Collections. She stated that there needs to be a strong committee with outside people who can create a center for the book. The center for the book would be a focal point for the library's rare and fine print books and special collections.

SFPL currently has the start of a fine collection and this collection can grow significantly if the public is made aware of the need to strengthen this invaluable resource. The new main library will play a vital role in furthering public relations for the Center for the Book.

There was discussion about how planning and special collections could be incorporated into current committee structures. President Coulter asked each committee chair to review current by-laws to determine if planning or special collections could logically be handled by an existing committee.

PUBLIC RELATIONS COMMITTEE
Commissioner E. Dennis Normandy

1. The Public Relations Committee will meet Thursday, November 3 at 4:00 p.m. in the Commission Room.

ARCHITECT SELECTION COMMITTEE
Commissioner Jean Kalil

1. The committee has not yet met.

FINANCE/BUDGET
Commissioner Dale A. Carlson

1. Commissioner Carlson submitted the following minutes for the record:

> The Finance/Budget Committee met at 3:00 on Friday, October 21. Present were Commissioner Carlson, chair; Commissioners Callanan and Kalil, members.
>
> The committee reviewed the budget process with the City Librarian. The process is multi departmental involving the Mayor's office, Controller's office and the library.
>
> 98% of the library's budget comes from the general fund. The library budget totals $18 million and the library employs 373 full time staff. The Mayor's office anticipates a budget deficit of $65 million in FY 89-90.
>
> The committee will be looking at ways the strategic plan can be tied to the budget process. They will also be given a tour of the library's accounting department.
>
> The committee reviewed current assets and investments in the Fuhrman Fund. Members agreed to recommend to the full commission to invest current uncommitted funds for a six month duration.

Goals and strategies will be discussed at the next committee meeting.

Meeting adjourned at 4:00 p.m.

2. Today it was moved by Commissioner Carlson and unanimously approved that Resolution #1468 be adopted:

Resolution #1468

RESOLVED, That the San Francisco Public Library Commission requests that the Treasurer of the City and County of San Francisco prudently invest current uncommitted Fuhrman Fund revenues (approximately $420,000) in securities with a six month maturity.

Commissioner Stern noted that there has never been a tribute made to the memory of Alfred Fuhrman. She asked Commissioners to think of ways the library might recognize the generosity of Mr. Fuhrman.

3. It was moved by Commissioner Carlson and unanimously approved that Resolution #1469 be adopted:

Resolution #1469

RESOLVED, That the San Francisco Public Library Commission requests that the Treasurer of the City and County of San Francisco reinvest $5,000 from the Alfred Sutro Bequest for the purchase of a one year U.S. Treasury Note yielding 8%.

NEW BUSINESS

1. Commissioner Normandy asked that a lectern be provided for presentations by staff and public.

PUBLIC COMMENT

1. None.

There being no further business to transact, the October 4, 1988 commission meeting was adjourned at 5:40 p.m.

The next regular meeting of the Library Commission will be on Tuesday, December 6, 1988 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION #1467

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October, 1988 be approved:

3602 Library Page, Part-Time

Mah, Lawrence
Hugo, Zumiga
Middleton, Kim
Purcell, David
Wedgley, Judy
Green, Laura

3632 Librarian II
Tarshis, Renee

3618 Library Technical Asst. II
Russo, Vincent

AND FURTHER, that the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part Time

Allen, Robert
Ghebre, Isaac
Hazemeto, Robert
Glicksman, Liza
Cornejo, Able

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PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
DECEMBER 6, 1988

88

The regular meeting of the San Francisco Public Library Commission was held Tuesday, December 6, 1988 in the Commission Room at the main library.

The meeting was called to order at 4:40 p.m. by President Coulter.

On roll call the following Commissioners were noted present: Callanan, Carlson, Chin, Coulter, Kalil, Normandy and Stern.

It was moved by Commissioner Callanan and unanimously approved that the November 1, 1988 Commission meeting minutes be approved as submitted.

STRATEGIC PLAN

1. Agenda Format President Coulter explained that the new agenda format is an attempt to look at issues and is different from the structural approach of past agendas.

2. Strategic Plan Mr. Dowlin explained that the strategic plan has undergone one revision and it is time to continue to refine the plan. Mr. Dowlin has requested the Friends to fund the employment of Marilyn Smulyan through May, 1989 to prepare the issues and strategies for the Commission. Elements such as prioritization and implementation are not included in the current plan.

3. Edward Benner read a letter he sent to the Commission expressing his views on the strategic plan, the City Librarian and the Library Commission.

4. Foundation for New Main Library Mr. Jim Edgar, convener for the Foundation, stated that to date $45,000 has been raised and the Foundation currently has 10 board members. Their objective is to raise $20 million from the private sector to furnish the new main. An executive director is being sought and should be in place in January, 1989. The Foundation is looking for pro bono office space.

   The Foundation will act as the funding vehicle for the services of Ada Louise Huxtable who will serve as a resource for architect selection.

5. Commission Committee Structure There was general discussion about current overlapping of duties of current standing committees. Commissioner Chin suggested that each committee chair list all duties and tasks of his/her committee. President Coulter suggested that some committees may be able to be combined if goals and duties are defined. He asked committee chairs to review current committee structures and recommend procedures for streamlining.

It was generally agreed that the Commission would schedule a special meeting in January to consider the committee structure and their responsibilities.

6. Nominating Committee President Coulter appointed Commissioner Callanan, Chair, and Commissioners Carlson and Normandy as members of the Nominating Committee for recommendation of officers for 1989.

Capital Improvements

1. CAO Calendar It was moved by Commissioner Kalil and unanimously approved that the following CAO Calendar be endorsed as general strategy for the selection of the architect:

CAO PROPOSED SCHEDULE FOR ARCHITECT SELECTION
PRELIMINARY LIBRARY SCHEDULE

1. Prepare supplemental for early needs		Library	December
EIR	$200,000		
Architect Selection Process	50,000		
A&E: Branches Initial	100,000		
Project Management: Initial	50,000		
Detail re Branch Needs	50,000		
F/A & B/C	150,000		
Building Program Consultant	50,000*		
	$655,000*		
2. Selection of Financial Advisor		Controller/CAO	January 1
3. Recommendation to CAO of membership:TAC		BofA/Commission	March 1
4. Broadcast of RFQ to architectural community		BofA	January 15
5. Appointment of TAC		CAO	March 5
6. Selection of Bond Counsel		City Attorney	February 1
7. Selection of EIR Consultant		Library/DCP	February 1
8. Complete detail of work and schedule for branches		Library/DPW	February 1
9. Recommendation to CAO on composition of Selection Advisory Committee		Bof A/Commission	April 15
10. Appointment of Selection Advisory Committee		CAO	March 1
11. Recommendation of Selection Advisory Comm.		Selection Advisory Committee	April 1

12. Advisory Concurrence of Selection of Architect	Commission	April	7
13. Preparation of Supplemental from Bond Proceeds	Library	April	15

A&E Main	$ 8,000,000
A&E Branches	400,000
Construction Branches	2,000,000
Project Management	350,000
Site Prep.	50,000
Repay G/F	655,000
	$11,455,000

*Amended by City Librarian

2. Request for Qualification Mr. Dowlin asked Commissioners to review the current draft of the RFQ and submit suggestions to the Building Projects Committee by this Friday.

3. Request for Supplemental Appropriation It was moved by Commissioner Kalil and unanimously approved that a supplemental budget appropriation be submitted in the amount of $655,000 from approved bond funds to initiate the voter-approved program for the construction of a new main library building and for remodeling of various branch library buildings.

4. Architect Selection Commissioner Kalil asked for suggestions for membership to the Technical Screening Committee and the Architect Advisory Committee.

5. Branch Renovations Mr. Dowlin asked for commission concurrence that an appropriate strategy is to apply for additional state and federal funds for branch enhancements and renovations. President Coulter directed Mr. Dowlin to prepare the appropriate applications.

Personnel Issues

1. It was moved by Commissioner Callanan and unanimously approved that Resolution #1470 be approved.

Resolution #1470

Approval of Resolution #1470, non-Civil Service temporary and recertification of temporary appointments made during the month of November, 1988. Also resignations of non-Civil Service temporary and part-time positions made during month of November, 1988.

2. It was moved by Commissioner Callanan and unanimously approved that Resolution #1472 be approved:

Resolution #1472

WHEREAS, David G. Murphy has served with a high degree of excellence as Departmental Personnel Officer for the San Francisco Public Library since February, 1969, and

WHEREAS, David G. Murphy has actively served as the library's liaison with the Civil Service Commission in matters dealing with the well-being of all library staff, and

WHEREAS, David G. Murphy has been a guiding and instrumental force in such matters as union negotiations, staff development, affirmative action plans, job interviews and placements, and

WHEREAS, David G. Murphy has energetically prepared and administered the personnel budget for the library since 1969 as well as acted as Budget Officer for several recent years, and

WHEREAS, David G. Murphy's melodious laughter has rung throughout the hallways and corridors of the main library for almost two decades; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission does hereby congratulate David G. Murphy on his retirement and commends him for his faithful service to his profession and the City and County of San Francisco, and be it

FURTHER RESOLVED, That the Library Commission and library staff extend to David G. Murphy sincere best wishes for a long, happy and healthy retirement.

3. BALIS Advisory Board It was moved by Commissioner Callanan and unanimously approved that it be recommended to the Board of Supervisors that Dennis Normandy serve as alternate to Jean Kalil on the BALIS Advisory Commission pending resignation of Dennis Wong.

4. The Personnel Committee would like to include the possibility of two library scholarships in next year's budget. Commissioner Callanan also reported that the committee is working on preparing performance evaluations for the City Librarian and Secretary.

Other Commission Reports/Issues

1. Card Systems USA It was moved by Commissioner Chin and unanimously approved to extend the contract with Card Systems USA and that copy cards be available at the main library to reduce vend price of coin operated copiers.

2. It was moved by Commissioner Carlson and unanimously approved that Resolution #1471 be adopted:

Resolution #1471

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS TOTALLING $24,952 AVAILABLE FROM THE UNITED STATES DEPARTMENT OF EDUCATION FOR A PROJECT READ OUTREACH PROGRAM FOR 1989-90.

WHEREAS, The United States Department of Education has invited libraries participating in the California Literacy Campaign to submit budget requests for support for fiscal year 1989-90, and

WHEREAS, The San Francisco Public Library is eligible to apply for funds to expand the operation of Project Read, the library's community based literacy program for one year; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $24,952 of Library Services and Construction Act VI funds for Project Read through September, 1990, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

Other Reports
City Librarian's Report

1. Civic Center Garage Expansion The CAO has published his report regarding expansion of the Civic Center Garage to allow for 570 parked cars and it is generally agreed among city entities that expansion is desirable.

2. Conflict of Interest Code Each city department has been asked to establish a conflict of interest code. A draft will be made available soon.

3. CALTAC Commissioners were encouraged to attend the regional workshops in library leadership which will be held throughout the state on January 28, February 4, March 4 and March 11.

4. Holiday Party Betty Williams invited Commissioners to attend the staff holiday party on December 16, 6-10 p.m., main library..

5. Employee Recognition Awards Karen Scannell introduced the following staff members who received employee recognition awards from Mayor Agnos:

   John Philbroook, Main Children's Room, received the "Service to the Public" award.

   Penny Gray, Science Department, received the "Dependability" award.

   Sally Houston, Periodical Processing, received the "Outstanding Performance on a Day to Day Basis" award.

   Yuk Lan Lee, Chinatown Branch, received the "Innovation" award.

Librarian's Guild

1. No report.

Friends of the Library

1. Current issue of Free lists the 950 volunteers and contributors to the victorious Proposition A campaign.

2. Book Bay has moved to larger facilities at Fort Mason. This new Friends' bookstore headquarters will open December 16.

Keep Libraries Alive

1. No report.

Public Comment

1. Jim Haas expressed interest in open communication between the Foundation and the Commission regarding current and future roles of the foundation.

   He also asked that in the Commission's review of the final architect team, that the investigation of all the parts be examined. He suggested that the consultant may need to stay on a few months until negotiations are completed.

Other Business

1. Commissioner Chin asked that certain individuals be sent letters thanking them for their help on passage of Proposition A. President Coulter asked Commissioners to send the names of those individuals to Mr. Walsh and he will prepare appropriate letters for the president's signature.

There being no further business to transact, the December 6, 1988 commission meeting was adjourned at 6:30 p.m.

The next regular meeting of the Library Commission will be on Tuesday, January 3, 1988 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

Note: These minutes set forth all actions taken by the Library Commission on matters stated, but not necessarily the chronological order in which the matters were taken up.

RESOLUTION #1470

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November, 1988 be approved:

3602 Library Page, Part-Time

Ghebre, Isaac
Haynes, Laura
Zuppinger, Jan

AND FURTHER, That the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part-Time

Feng, Darlene
Loc, Dihn
Ramos, Przywara

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= Minutes

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
JANUARY 3, 1989

The regular meeting of the San Francisco Public Library Commission was held Tuesday, January 3, 1989 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by President Coulter.

On roll call the following Commissioners were noted present: Callanan, Carlson, Chin, Coulter, Kalil, Normandy and Stern.

It was moved by Commissioner Callanan and unanimously approved that the December 6, 1988 Commission meeting minutes be approved with the following change:

Page 6, Public Comment, #1 (change to):

Jim Haas expressed concern that communication between the Foundation and the Commission regarding current and future roles of the Foundation be undertaken. He suggested that the architect selected might be a team of architects, engineers, etc., and that an investigation of the components and their relationships be examined. He suggested that the consultant may need to stay on a few months to insure that the architect team works well together.

STRATEGIC PLAN

1. Mr. Dowlin reported that Marilyn Smulyan will work under his direction through May to finalize the Strategic Plan. Friends of the Library are providing the funding.

2. Special Commission Meeting President Coulter scheduled a special commission meeting on January 31 at 3:00 p.m. as a working session to discuss the strategic plan, committee structure, branch renovations and stakeholder relationships the library has with various individuals and organizations. Commissioners should inform the Secretary of other items which should be on the agenda.

CAPITAL IMPROVEMENTS

1. Commissioner Kalil reviewed the Building Projects Committee recommendations for people who might serve on the Technical Screening Committee for the selection of the architect for a new main library. She said her committee felt the CAO's selection should include professionals in 1) architecture, 2) the artistic world, 3) city government (city architect, director of planning), 4) historical interest in the design of Civic Center, and 5) the library environment (librarian).

It was suggested that the Selection Advisory Committee consist of members of the Friends of the Library, the Library Foundation, Heritage Foundation, Landmarks Preservation Advisory Board, Arts Commission, California Historical Society, Human Rights Commission, library staff, Asian Arts Commission and community representatives.

2. Architect Selection Consultants It was moved by Commissioner Kalil and unanimously approved that the Library Commission accepts the offer of the Library Foundation to employ Ada Louise Huxtable and Bill Lacy as architect selection consultants.

3. Request for Proposal Commissioner Kalil noted changes and updates to the Request for Proposal dated December 27. It was noted that greater detail has been given to the role of the Human Rights Commission, submittal of proposals, affirmative action and selection process.

(Copy of Request for Proposal on file in the Science/Government Documents Department and with the file copy of these minutes.)

4. Calvin Malone, Department of City Planning, explained that the architect selection process and the building of the new main is a partnership activity with the Library Commission, Chief Administrative Officer, Board of Supervisors and the Department of Public Works.

He said rankings of the Selection Advisory Committee will be forwarded to the Library Commission at the same time it is submitted to the CAO. The RFP is an outline provided for the benefit of prospective bidders and does not address all the internal actions which must be taken by various city agencies to accomplish the final selection of an architect.

Commissioner Carlson asked Mr. Malone if the Human Rights Commission could begin a rank order list of qualified finalists for architect as soon as they have certified that their qualifications are in order. This procedure would lessen the time span for final selection as well as provide the Selection Advisory Committee with an eligible list of qualified architects. Mr. Malone assured the Commission that the Human Rights Commission will perform the required reviews as suggested.

President Coulter expressed his personal appreciation to Mr. Malone and Mr. Nothenberg for their good faith discussions these last weeks and for their willingness to partner with the Commission.

PERSONNEL ISSUES

1. Personnel It was moved by Commissioner Callanan and unanimously approved that Resolution #1473 be approved.

RESOLUTION #1473

Approval of Resolution #1473, non-Civil Service temporary and recertification of temporary appointments made during the month of December, 1988. Also resignations of non-Civil Service temporary and part-time positions made during the month of December, 1988.

OTHER COMMISSION REPORTS/ISSUES

1. Building Projects Committee Commissioner Kalil reported that the Building Projects Committee met at 4:00 p.m. on Friday, December 9 in the Commission Room. Present were Commissioner Kalil, Chair; Commissioners Chin and Stern, members.

   The Committee unanimously agreed to recommend to the full Commission the offer of the Library Foundation to fund architect selection consultants Ada Louise Huxtable and Bill Lacy.

   Composition of the Technical Screening Committee and The Selection Advisory Committee were discussed and various recommendations made. Meeting adjourned at 5:30 p.m.

2. Facilities Committee Commissioner Stern reported that the Facilities Committee met on December 6 at 6:30 p.m. Present were Commissioner Stern, Chair; Commissioner Carlson, member. Commissioner Chin was excused.

   Robert Scrofani, Henry George School of Social Science, attended the meeting to discuss the possibility of naming a reading room in memory of Henry George. Committee members agreed that this issue be taken up at a later date and be considered during planning for the new main. Meeting adjourned at 7:00 p.m.

3. Finance/Budget Committee Commissioner Carlson reported that the Finance/Budget Committee met on December 16 at 3:00 p.m. Present were Commissioner Carlson, Chair; Commissioners Callanan and Kalil, members.

   A supplemental budget appropriation request totalling $498,715 was reviewed. This amount is needed to continue to provide services at current levels for the remainder of this fiscal year. Major components include fringe benefits, funding for current positions, increase in temporary salaries and building maintenance.

   Commissioner Carlson noted that while the library has decreased public service hours, usage has increased above levels of last year. Committee recommended approval of the supplemental. Meeting adjourned at 4:30 p.m.

4. Supplemental Today it was moved by Commissioner Carlson and unanimously approved that a supplemental budget appropriation totalling $498,715 be forwarded to Mayor Agnos and the Board of Supervisors for approval.

5. Responding to a question from President Coulter, Mary Landgraf, Assistant Chief of Technical Services, reported that there are currently 400,000 library cards issued. She estimated that at least 30% of San Franciscans have library cards. Mr. Dowlin said greater detail would be provided at the next meeting of the Commission.

CITY LIBRARIAN'S REPORT

1. Grants Mr. Dowlin reported that the State Library has asked for letters of intent for grant proposals. Karen Scannell, Assistant City Librarian, described the various fund sources: Title I (Public Libraries) $7 million; Title II (Construction) $2 million; Title III (Networking, resource sharing) $2 million.

   SFPL is working on a grant proposal to improve service to the multi-lingual/multi-cultural population of the city under Title I. Emphasis may be placed on the Tenderloin and on the main library which serves the southeast Asian population of the Tenderloin.

   UC Berkeley has expressed the desire to cooperatively apply for a grant with BALIS libraries for planning for preservation under Title III. SFPL plans to also prepare a Title III grant application to increase unique resources by cataloging its popular music collection.

2. Conflict of Interest Code The Commission was asked to review the state model Conflict of Interest Code and the disclosure categories recommended by the library administration.

   President Coulter asked the Personnel Committee to review this matter at their committee meeting this Friday, specifically looking at why the conflict of interest request was not made known earlier so there was adequate time to report.

3. Year of the Young Reader It was moved by Commissioner Carlson and unanimously approved that Resolution #1474 be approved.

RESOLUTION #1474

DESIGNATING 1989 AS THE YEAR OF THE YOUNG READER IN SAN FRANCISCO.

WHEREAS, Books and reading are the basic nourishment of a growing mind and the foundation of a child's future education and enrichment; and

WHEREAS, Developing children into readers today is the best way of ensuring a literate and informed citizenry tomorrow; and

WHEREAS, The Librarian of Congress has stated that "In this country we have an urgent need to bring more young people into creative contact with books, reading and libraries"; and

WHEREAS, The President of the United States of America proclaimed that "Children and young adults need and deserve the gift, joy and promise of reading, and a special national observance in recognition of this truth is most appropriate"; now, therefore, be it

RESOLVED, That the City and County of San Francisco designates 1989 as "The Year of the Young Reader" and encourages parents and families, educators, librarians, government officials and members of the business community to observe such year with activities aimed at giving our children and young adults the gift, the joy and the promise of reading.

4. Budget Karen Scannell reported that specific budget instructions for the library have not yet been issued by Mayor Agnos.

5. Tour of Technical Services Mr. Dowlin invited Commissioners to tour the Technical Services Department. Nancy Musser, Chief of Technical Services, will be glad to arrange tours at the convenience of Commissioners.

6. President Coulter asked commissioners to become more familiar with specific branches and departments. He asked Mr. Walsh to draft a proposal which lists all departments and branches and would serve as a basis for discussion at the next Commission meeting.

7. Thank You Party There will be a thank you party for people who worked on the Proposition A bond campaign on January 23 at 5:00 p.m. in the Lurie Room. President Coulter said it will be co-sponsored by the Commission and Friends of the Library. The date could change if the 49'ers are in the Super Bowl on January 22 which would result in a parade and heavy traffic congestion in Civic Center on January 23.

NEW BUSINESS

1. Nominating Committee Commissioner Callanan reported that the Nominating Committee met today at 4:15 p.m. and recommends that the current slate of officers be continued for 1989.

It was moved by Commissioner Callanan and unanimously approved that the current slate of officers be elected to serve in 1989: Commissioner Coulter, President; Commissioner Kalil, 1st Vice President; Commissioner Callanan, 2nd Vice President.

PUBLIC COMMENT

1. William Dick asked if there is a schedule for what materials are to be stored in the new compact storage facility.

   Mr. Dowlin replied that the Chief of the Main will have a plan for the facility by February 1.

There being no further business to transact, the January 3, 1989 commission meeting was adjourned at 6:15 p.m.

The next regular meeting of the Library Commission will be on Tuesday, February 7, 1989 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

Note: These minutes set forth all actions taken by the Library Commission on matters stated, but not necessarily the chronological order in which the matters were taken up.

RESOLUTION #1472

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December, 1988 be approved:

3602 Library Page, Part-Time

Hang, Bao
Sierecki, Steven
Azinheira, Elizabeth
Yip, Conrad
Lu, Hong
Schmitz, Marcia
Marston, Matthew
Wong, Edmund
Speed, Shannon
Graham, Todd

AND FURTHER, That the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part-Time

MacNair, Miriam
Kwan, Allen
Lee, Joseph
Chen, Damon
Harris, Kathryn
Berhnardt, Frederika
Casanas, Ramiro

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SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
FEBRUARY 7, 1989

The regular meeting of the San Francisco Public Library Commission was held Tuesday, February 7, 1989 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by President Coulter.

On roll call the following Commissioners were noted present: Callanan, Carlson, Chin, Coulter, Kalil, Normandy and Swig.

It was moved by Commissioner Callanan and unanimously approved that the January 3, 1989 Commission meeting minutes be approved with the following addition:

Page 2, Calvin Malone, #4:

"Mr. Malone indicated that the Selection Advisory Committee report goes to the CAO and the Library Commission simultaneously. The CAO is looking at this as a working partnership between the CAO and the Commission. He also indicated that the Human Rights Commission review can run concurrently with the Selection Advisory Committee review in order to save time. When the Selection Advisory Committee makes its selection, it will have the benefit of the Human Rights Commisson information and analysis."

It was the concensus of the Commission that since the Special Commission Meeting of January 31, 1989 was designed as a working session and no action was taken, there is no need for formal minutes.

Commissioner Kalil asked to see copies of other commission meeting minutes to determine how resolutions are listed, since she suggested that resolutions be removed from the body of the minutes and added to the end as attachments. Commissioner Swig suggested the possible use of a consent calendar. Commissioner Kalil will review minutes of other commissions and bring back a recommendation to the full commission.

STRATEGIC PLAN

1. Stakeholders Development of the stakeholders list is continuing. President Coulter stated that this list is very important since we need to know who the people are who care about the library. Special attention should be given to the stakeholders as we begin to plan for the new main library. President Coulter will be working with the staff to develop the best possible workable list which outlines levels of interest of each group/person. Commissioner Kalil suggested that the Insider, a publication distributed to all teachers of the SFUSD, be added to the list. Parent groups should also be included on the list.

2. Strategic Plan Marilyn Smulyan reported that she is working to implement the strategic planning process that was discussed at the special commission meeting. She is primarily working with the City Librarian to establish a planning committee of six people. There was lengthy discussion to clarify the commission's role in approving actions of the planning committee. Currently a questionnaire is being compiled which will be sent to the public with a cover letter signed by President Coulter and Mr. Dowlin. Commissioner Swig will attend the meetings of the Planning Committee; Commissioners Callanan and Coulter will act as alternates. The planning committee is tentatively scheduled to meet on Thursday mornings.

   The draft of the Strategic Plan will be ready at the end of April.

PERSONNEL ISSUES

1. NCS Appointments It was moved by Commissioner Callanan and unanimously approved that Resolution #1475 be approved.

RESOLUTION #1475

Approval of Resolution #1475, non-Civil Service temporary and recertification of temporary appointments made during the month of January, 1989. Also resignations of non-Civil Service temporary and part-time positions made during the month of January, 1989.

2. Personnel Committee Report Commissioner Callanan reported that the Personnel Committee met Friday, January 6 at 3:00 p.m. Present were Commissioner Callanan, chair; Commissioners Kalil and Normandy, members.

   Review of Conflict of Interest Code: The state's model of the conflict of interest code and the library's disclosure categories were reviewed.

   Committee members agreed to recommend adoption of the state's conflict of interest code and current list of disclosure categories as presented based on conformance with existing city and state codes.

   Goals and Strategies: Discussion tabled until after special meeting of Commission regarding strategic plan.

   Evaluation of City Librarian and Secretary: Committee agreed to 1) adopt city's management performance evaluation form, 2) recommend that the City Librarian and Secretary list their duties and responsibilities, 3) the entire commission serve as the evaluation committee and 4) evaluation be performed annually on June 1. Meeting adjourned at 3:40 p.m.

3. Today it was moved by Commissioner Callanan and unanimously approved that the state Conflict of Interest Code and the library's disclosure categories be adopted as presented at the Personnel Committee meeting.

4. Today it was moved by Commissioner Callanan and unanimously approved that the City's Management Evaluation Form be used in evaluating the City Librarian and Secretary.

5. Today it was moved by Commissioner Callanan and unanimously approved that the Commission, acting as a committee of the whole, evaluate job performance of the City Librarian and Secretary and that annual reviews be completed each year by the regular June commission meeting.

Other Commission Reports/Issues

1. Finance/Budget Commissioner Carlson reported that the Finance/Budget Committee met on January 30. Present were Commissioner Carlson, Chair; Commissioners Kalil and Callanan, members. The Mayor's office and the Controllers office have informed the library that the department's budget for next year is approximately $18.4 million, up from $18.2 million for 1988/89. The mayor held a briefing session yesterday for the presidents of commissions and department heads. Commissioner Carlson attended for President Coulter. The mayor stated there will be a $72 million budget deficit next year. This figure may be more difficult to meet than last years deficit since the mayor does not have the option of freezing city employees salaries. Also, large reductions in programs and staff have already occurred which makes further reductions in departmental budget extremely difficult.

   The Mayor reported that no new revenues are planned in FY 1989/90, therefore the $72 million will have to be met through reductions, greater efficiencies and program restrictions. The library must identify and submit options to the mayors office by March 15 for reducing the budget request by $900,000 over the baseline budget. This may require reductions in staff or the capital program which would result in purchasing fewer books. These reductions will be the subject of the February 17th Finance/Budget Committee meeting.

Karen Scannell stated that the budget request must be submitted to the Mayor by February 15.

2. It was moved by Commissioner Carlson and unanimously approved that Resolution #1476 be adopted.

Resolution #1476

Resolved, That the San Francisco Public Library Commission hereby authorizes the attendance of James Lim at the workshop, "The 4th Annual Computers in Libraries Conference" to be held at the Hyatt Regency Oakland from March 13 - 16; expenses to be paid from the San Francisco Connection funds, 1988-89, as such funds permit.

Mr. Dowlin asked if the Commission wishes to continue to authorize workshops/travel. The policy of the current mayor is that if funds are budgeted, further approval from the mayor and the commission are not required. The matter was referred to the Finance Committee for further study and recommendation.

3. Architect Selection Committee It was moved by Commissioner Kalil and unanimously approved that the Architect Selection Committee, otherwise known as the Building Projects Committee, be dissolved since it has completed the task of submitting the recomendations for Selection Advisory Committee and Technical Screening Committee to the CAO's office in terms of the architect selection.

City Librarian's Report

1. MIS Manager Mr. Dowlin reported that the library has hired Janice Neal as Management Information Systems Manager. She will report for work on March 13.

2. Budget Supplemental The supplemental appropriation for the 1988/89 budget request has not yet been approved by the Mayor's Office. The request has been reduced from $498,715 to $190,000 in the process. A major concern of this supplemental is the immediate filling of vacancy when the senior stationary engineer retires on April 1.

3. LSCA Grants The library is waiting for a response from the state on the letters of intent for the LSCA grant funds. The state should be informing us by March 25 if they want us to send full proposals. The deadline for the full proposals is June 1.

4. Book Seller Fair There are free passes available to the Commissioners for the American Antiquarian Book Sellers Fair being held this weekend, February 10, 11 and 12. The Library is exhibiting rare books and performing calligraphy demonstrations.

5. Program Consultant The library is awaiting approval of the supplemental for a bond funds advance of $50,000 to hire a library program consultant. The consultant will build a program document for the architect for the design of the new main. Actual proposals cannot be submitted until the funds are released.

Mr. Dowlin asked how the commission would like to progress in selecting such a consultant. It was agreed that the Personnel Committee will participate in selection of library program consultant.

6. Oversight Responsibilities Mr. Walsh has prepared a list which distributes branches and departments among commissioners for oversight. President Coulter recommended that each commissioner agree to personally visit branches and departments in the next few months. Commissioners should contact the Secretary of any desired changes before next month's meeting when an updated list will be published.

New Business

1. Mr. Jean-Antony DuLac addressed the Commission regarding current practice of bagging parking meters for commissioners when they are attending meetings. He also stated that library security guards have no authority to issue parking tickets except on library property. The City Attorney's office will be asked for an opinion on this subject.

Public Comment

1. None.

There being no further business to transact, the February 7, 1989 commission meeting was adjourned at 6:15 p.m.

The next regular meeting of the Library Commission will be on Tuesday, March 7, 1989 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

Note: These minutes set forth all actions taken by the Library Commission on matters stated, but not necessarily the chronological order in which the matters were taken up.

RESOLUTION #1475

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January, 1989 be approved:

3602 Library Page, Part-Time

Noriel, Rodney
Richard, Michael
deJesus, Myrna
Marley, Aaron
Rhabyt, Gwyan
Fontana, Gretchen
Shannon, Warren
Cheung, Elaine
Jaurez, Ruben
Kennel, Warren
Tran, Quoc
Thompson, Jerry
Garcia, Joseph
Lane, Kerry

1426, Senior Clerk Typist

Pacuan, Avelina

AND FURTHER, That the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part-Time

Green, Laura
Gong, Joseph
Lafferty, Athena
Lay, Hanson
Carey, Eleanorn
Pope, Cheryl
Schmitz, Marcia

[MINUTES]

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MAR 23 1989

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
MARCH 7, 1989

The regular meeting of the San Francisco Public Library Commission was held Tuesday, March 7, 1989 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by President Coulter.

On roll call the following Commissioners were noted present: Callanan, Carlson, Chin, Coulter, Kalil, and Normandy. Commissioner Swig was excused.

It was moved by Commissioner Kalil and unanimously approved that the February 7, 1989 Commission meeting minutes be approved as submitted.

STRATEGIC PLAN

1. Marilyn Smulyan reported that the development of the strategic plan is progressing as scheduled. The Planning Committee has met twice and is becoming informed about the issues that are relevant to the planning process.

   At the first meeting on February 16, the committee adopted a schedule of meeting dates and topics for discussion. Strategic planning activities that took place over the past year were discussed, including a review of the public hearings that were held on the draft plan and staff comments to the draft. Questions about various library related organizations were answered, particularly the Library Foundation. The American Library Association library role selection process was presented, and members agreed that it would be useful to conduct this process with interested groups in San Francisco.

   Some other concerns raised by the committee included potentials for overlap or confusion about fundraising between efforts by the library, the Foundation and the Friends, and the need for a person or entity to coordinate these efforts; that we not reinvent the wheel, and contact other libraries that have embarked upon similar projects in recent years, particularly the New York Public Library; the need for graphic descriptions of our library to be included in the strategic plan; and outreach to some of the media.

   At the March 2 meeting the committee focused on a discussion of San Francisco demographics, both present and future projections. Summaries were presented of the three library surveys that took place last year, as well as a summary of a survey conducted in 1977. The following information summarizes the discussion:

   Current and future population projections indicate an increase in the population of San Francisco, particularly for Asians, Hispanics and children. Areas of the city with the greatest

density of children are in the southern portion. Areas considered for major new residential development include the South of Market, the Van Ness corridor, and some school sites. The group agreed that the strategic plan should address these developments, specifically in terms of branch library services.

All three surveys that were conducted over the past year found that San Franciscans have a positive attitude toward the library. Other results include; branches are used more than the main, a tendency to think of the library in terms of books, and longer hours being the most often request for improvement.

The importance of a public relations program for the library, both now and in the future. The opportunity for the gain of new users with the opening of the new main library, providing that appropriate pre-planning is done.

In reviewing the results of the 1977 survey, an indication that the library has moved significantly forward during the past twelve years.

PERSONNEL ISSUES

1. NCS Appointments It was moved by Commissioner Callanan and unanimously approved that Resolution #1477 be adopted.

RESOLUTION #1477

Approval of Resolution #1475, non-Civil Service temporary and recertification of temporary appointments made during the month of February, 1989. Also resignations of non-Civil Service temporary and part-time positions made during the month of February, 1989.

2. Personnel Committee Report Commissioner Callanan reported that the Personnel Committee met Friday, February 24 at 4:30 p.m. in the Commission Room. Present were Commissioner Callanan, Chair; Commissioners Kalil and Normandy, members.

   The committee reviewed and approved the request for proposal for program development plan. Proposed cost is $40,000. Personnel Committee agreed to serve as screening committee for this RFP. Final recommendations would be forwarded to the full commission by the May meeting. Deadline for receipt of proposals is April 15.

   The Committee agreed that the City Librarian and Secretary submit their civil service job descriptions and actual job descriptions. Committee members should receive a draft of descriptions a few days before the next meeting on March 21 at 3:00. p.m.

3. Approval of RFP for Program Development Plan Today it was moved by Commissioner Callanan and unanimously approved that the RFP for Program Development Plan be accepted as submitted. (Copy attached to file copy of these minutes.)

Other Commission Reports/Issues

1. Finance/Budget Commissioner Carlson reported that the Finance/Budget Committee held three committee meetings to discuss FY 1989-90 budget request for a baseline budget as well as for a 5% reduction ($920,902) below the baseline.

   Budget criteria used by the committee in developing the budget request at the 5% reduction include the following:

   - Continue current planning and modernization efforts.
   - Develop and implement cost savings and revenue enhancements justified by their merits and independent of the city's fiscal health.
   - Identify cost savings that can be achieved without reducing significantly current levels of library system service.
   - Suggested cuts in programs, operations and hours, if implemented, should be easily reactivated if additional funds are available in the coming fiscal year.
   - Identify reductions that recognize current minimal levels of staffing.

   The Finance Committee submitted the following recommendations for reductions in library services in order to achieve the 5% reduction in baseline budget request:

Program	Estimated Savings
ELIMINATE JAIL SERVICE Savings: Achieved by reduction in staff of (1/2) 3630 Librarian ($20,862) (1) PT 3602 Page ($6,500) Books and magazines ($4,500) Impact: Four jail facilities housing 1,143 prisoners would no longer receive once a week library service. Annually the library fills over 10,000 specific requests and circulates an additional 40,000 items.	$ 31,862
ELIMINATE MAIN SUBJECT DEPARTMENT CARD CATALOGS Savings: Achieved by reduction in staff of (1/2) 3616 Library Technician ($17,322) and reduction in cost of card production ($3,000). Impact: All patrons and staff would need to use the card catalog on the 2nd floor. Positive: would create more space in subject departments.	$ 20,322

Program	Estimated Savings
ELIMINATE BENEFITS FOR PART-TIME PAGES Savings: Vacation and sick leave benefits would not be paid to part-time pages. Impact: All pages would work on an "as-needed" basis.	$112,000
REDUCE SERVICES AT GOLDEN GATE VALLEY Savings: Achieved by reduction of staff (1) 3630 Librarian ($41,725) (1) 3616 Library Technician ($34,643) P/T Page hours and materials. Impact: Depends on what level of service offered.	$120,000
REDUCE NUMBER OF RESOURCE BRANCHES FROM 7 TO 6 Savings: Reduce the Marina Branch from a resource branch to a large neighborhood branch by reduction in staff of (1) 3632 Librarian ($51,745) (1) 3616 Library Technician ($34,643) P/T Library Page hours ($2,512) Impact: Children and adult programs will be reduced. Public service will be reduced by 8 hours weekly.	$ 88,900
REDUCE ADULT AND CHILDREN'S SERVICES IN BRANCHES Savings: Services at Park, Potrero and Eureka Valley/Harvey Milk branches would be reduced by reduction in staff of (1-1/2 3630 Librarians ($62,587) (1) 3616 Library Technician ($34,643) Impact: Children and adult programs will be reduced by 50%. Children services at Eureka Valley/Harvey Milk and Park would be reduced, adult services at Potrero would be reduced.	$ 97,230
REDUCE MCNAUGHTON BOOK SERVICE SYSTEM-WIDE Savings: Reduce contract by 50%. Impact: The library would be required to return 1/2 of the current inventory (12,750 books) and new shipments would be reduced by half. Currently McNaughton represents 9.5% of the branches circulation.	$100,000
REDUCE BOOK BUDGET Savings: Reduce expenditures on books. Impact: The library's book budget will be reduced by 14%.	$184,145

CLOSE MAIN LIBRARY ONE DAY A WEEK $122,000

Savings: Achieved by reduction in staff of
(1/2) 8207 Security ($16,500)
(2 1/2) 3630 Librarian ($90,500)
P/T Pages ($15,000)
Impact: Whether the main library is closed on Monday, Friday or Sunday, the effect will be a serious one on patrons.

ELIMINATE LIBRARY ON WHEELS SERVICE $ 44,443

Savings: Achieved by reduction in staff of
(2) P/T Library Technicians ($34,643)
P/T Page ($6,500)
Materials ($3,300)
Impact: Older adults in Tenderloin residential hotels and centers plus nursing homes throughout the city will no longer be served.

Other alternative reductions considered, but not recommended by the Committee are as follows:

ELIMINATE POSTAL RESERVE SERVICE $ 34,643

Savings: Achieved by reduction in staff of
(1) 3616 Library Technician in main. ($34,643)
Impact: Patrons would lose convenience of being notified when the book they requested is available. In 1987/88, the library sold 22,756 postal reserve cards.

ELIMINATE MAIN LIBRARY TELEPHONE REFERENCE SERVICE TO SUBJECT DEPARTMENTS $109,000

Savings: Achieved by reduction in staff of
(3) 3630 Librarians ($109,000)
Impact: Patrons unable to visit the library would be denied reference service by the departments other than Information Services.

ELIMINATE COMPUTER ASSISTED INFORMATION SERVICE $ 76,725

Savings: Achieved by reduction in staff of
(1) 3630 Library ($41,725) and elimination of access to databases. ($35,000)
Impact: A wide and growing clientele would be deprived of this service which provides effective access (often the only access) to timely and valuable information. Staff which now maintains CAIS skills through continual training and experience would now lose these skills; it would be difficult to restart the service.

CEASE PURCHASE OF CIRCULATING BOOKS FOR MAIN $300,000

Savings: Cost of circulating books.
Impact: Not buying circulating books for the main library for one year. As no currently popular books would be available in main library, patrons would need to request these from branch libraries.

MERGE TWO MAIN LIBRARY DEPARTMENTS $ 60,000

Savings: Achieved by reduction in staff of
(1) 3634 Librarian ($60,000)
Impact: Services in both departments would probably diminish. Physical merger would be impossible because of building layout.

If additional funds are available over the baseline budget, the Finance Committee recommends the following enhancements which are listed in priority order:

SAN FRANCISCO CONNECTION $101,722

Would continue the municipal information part of the Connection.
(1) Librarian 3630
(1) Librarian 3632
P/T Page hours

SUBSTITUTE LIBRARIANS $ 60,402

Would provide 3,600 hours of substitute staff time to provide library service when the staffing levels drop below minimum.

CHILDRENS LIBRARIANS $ 44,000

Two P/T children's librarians would be added to the Reading Centers to serve the children in the southern part of the city.

YOUNG ADULT SERVICES $ 50,000

REOPEN RESOURCE BRANCHES ON SUNDAY $159,555

REOPEN 7 RESOURCE BRANCHES ON TUESDAY AND THURSDAY NIGHTS $367,335

RESTORE MAIN LIBRARY TO 1987/88 HOURS $352,996

REOPEN BUSINESS BRANCH $600,000

President Coulter asked for comments from the audience.

Cheryl Delamere, Art & Music Department, commented that if the main library department card catalogs are eliminated, it will be extremely difficult for reference librarians in subject specialties to perform thorough reference work or collection development.

A member of the citizens committee at Eureka Valley-Harvey Milk Memorial Branch explained that elimination of a childrens librarian at the branch will severely hamper service.

Todd Cochran, Local 790, stated that eliminating the page benefits requires the meet and confer process and questioned the legality of discussing the matter at a commission meeting. President Coulter explained that it is the responsibility of the Commission to discuss all suggestions for possible reductions in order to advise administration on budget submission.

Cathy Bremmer, Librarian's Guild, urged the Commission to make a strong statement to the Mayor objecting to any reductions in the library's budget.

Rachel MacLaghlan, Vice President Library Employees Chapter, stated that many of the pages are part-time students in their late 20's and early 30's who are renting apartments. A reduction of their benefits will result in a higher turnover in pages since they will be forced to look for better jobs.

Joan Goldman, Librarian's Guild, stated that she felt that it would be a political embarrassment to the library and the city if page benefits are eliminated. It is not fair to pick on the employees on the lower end of the organization.

Margaret Kavanaugh, Ortega Branch, asked the Commission to consider closing branches. Further diminishment of library service with all facilities open will take years to rebuild. She offered to support the Commission and to help educate the public if branches were closed.

Sheila Goldmacher, Information Services, supported fewer branches in order to strengthen the library system.

Florence Mitchell, Eureka Valley Harvey Milk Memorial Branch, said it is embarrassing to have branches and main open only one night each week.

Gloria Hanson, Branch Room, suggested that under-utilized branches be gradually closed.

Edward Benner stated that the city's management information systems could be a source for library funding if the library took an active part in database input and control.

Marilyn Smulyan stated that a major part of the strategic planning process will be to look at the number of branches in relation to adequate funding for full library service.

Glenda Goldwater, Literature Department, said that the neighborhoods want to keep branches open even if these facilities have poor resources. She suggested closing main library circulating services except children's department for one year.

Roberto Esteves, Special Media Services, pointed out that the Video Department is a city-wide service and over half of the collection is non-fiction.

It was moved by Commissioner Kalil that the recommendations presented by the Finance Committee in order to achieve the 5% reduction in the baseline budget be forwarded to Mayor Agnos with a cover letter detailing last year's budget cuts and noting that further reductions will be devastating to quality library service. Ayes: Callanan, Carlson, Coulter, Kalil, Normandy; No: Chin.

Commissioner Kalil excused 7:15 p.m.

2. It was moved by Commissioner Carlson and unanimously approved that the following resolution be adopted:

Resolution #1480

RESOLVED, That the San Francisco Public Library Commission authorizes the City Librarian to approve/ disapprove requests for advances or reimbursements from library staff for travel requests for attendance at workshops, seminars, conferences or meetings as funding permits.

3. It was moved by Commissioner Carlson and unanimously approved that Resolution #1479 be adopted:

RESOLUTION #1479

ACCEPTANCE OF GIFT OF COMPUTER EQUIPMENT, SOFTWARE AND SUPPORT SERVICES IN AN AMOUNT NOT TO EXCEED $50,000 FOR USE BY THE SAN FRANCISCO PUBLIC LIBRARY.

WHEREAS, Apple Computer, Inc. through the Apple Library of Tomorrow has offered to provide the San Francisco Public Library with various computers and software; and

WHEREAS, Apple Computer has offered to provide support services to implement the use of computers and software; and

WHEREAS, the equipment and software is valued at an amount not to exceed $50,000; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission requests the Board of Supervisors of the City and County of San Francisco to accept the gift of equipment and support services for use by the San Francisco Public Library; and be it

FURTHER RESOLVED, That acceptance of this gift shall not commit the City and County of San Francisco to any expenditure of funds.

Other Reports
City Librarian's Report

1. Grants: Mr. Dowlin reviewed status of various grant proposals including Partners for Change, Literacy Projects, San Francisco Connection.

2. On the recommendation of the City Librarian, it was moved by Commissioner Callanan and unanimously approved that Resolution #1478 be adopted.

RESOLUTION #1478

ACCEPTANCE OF GIFT OF 2,200 VIDEOTAPES VALUED AT APPROXIMATELY $25,000 FOR USE BY THE SAN FRANCISCO PUBLIC LIBRARY.

RESOLVED, That the San Francisco Public Library Commission requests the Board of Supervisors to accept a gift of 2,200 videotapes of magazine-style television and music video programming created from 1978 to 1984 by Video West Productions and valued at approximately $25,000 for use by the San Francisco Public Library.

3. Mr. Dowlin asked the commission to review the Partners for Change grant at a future meeting. The Finance Committee will review the matter later this month.

4. The Operations/Automation Committee will review current policy on proof of residency for obtaining a library card on March 31.

New Business

1. Commissioner Callanan reported that the Lord Mayor of Cork presented 300 Irish books to Mayor Agnos last week. Mayor Agnos has sent them to the library to add to the collection. This has been the second exchange of books as a result of the Cork Sister City relationship.

Public Comment

1. None.

There being no further business to transact, the March 7, 1989 commission meeting was adjourned at 8:05 p.m.

The next regular meeting of the Library Commission will be on Tuesday, April 4, 1989 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

Note: These minutes set forth all actions taken by the Library Commission on matters stated, but not necessarily the chronological order in which the matters were taken up.

RESOLUTION #1475

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January, 1989 be approved:

3602 Library Page, Part-Time

Noriel, Rodney
Richard, Michael
deJesus, Myrna
Marley, Aaron
Rhabyt, Gwyan
Fontana, Gretchen
Shannon, Warren
Cheung, Elaine
Jaurez, Ruben
Warren, Kennel
Tran, Quoc
Thompson, Jerry
Garcia, Joseph
Lane, Kerry

1426, Senior Clerk Typist

Pacuan, Avelina

AND FURTHER, That the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part-Time

Green, Laura
Gong, Joseph
Lafferty, Athena
Lay, Hanson
Carey, Eleanor
Pope, Cheryl
Schmitz, Marcia

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APR 24 1989
SAN FRANCISCO
PUBLIC LIBRARY

Minutes

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
APRIL 4, 1989

The regular meeting of the San Francisco Public Library Commission was held Tuesday, April 4, 1989 in the Commission Room at the main library.

The meeting was called to order at 4:30 p.m. by President Coulter.

On roll call the following Commissioners were noted present: Callanan, Carlson, Chin, Coulter, Kalil, and Normandy. Commissioner Swig was excused.

It was moved by Commissioner Callanan and unanimously approved that the March 7, 1989 Commission meeting minutes be approved as submitted.

STRATEGIC PLAN

1. Marilyn Smulyan reported that the strategic plan is continuing to progress as scheduled. Two more meetings of the planning committee have taken place and are summarized below:

   At the meeting on March 16, the committee discussed the document that will be produced over the next two months and the degree to which it will be considered a final document. The group concurred that it will not provide the answers to all of the questions that will arise over the next few years. However, it is expected to identify all major areas of concern. In some cases the plan will provide answers, in others it will raise questions that need to be asked and recommend further study.

   Major policy areas were also discussed. There was agreement that the SFPL should operate as a well-integrated system and that patrons should be able to access as much information as possible from any site. Branch policies should be consistent, particularly when they pertain to public service.

   There is a need to establish what excellence in library service is and to integrate it into the strategic plan.

   At the March 30 meeting, a status report was given on the Library Roles Worksheet. In general, the public has found the process somewhat difficult. Distinguishing between the role definitions requires a familiarity with library operations which most members of the public do not have. In addition, it has not been possible to schedule appropriate meetings with many of the original groups suggested in the time frame allowed. Recommendations for further outreach to the public will be included as part of the strategic plan.

The majority of the responses recieved to date are from librarians, either SFPL staff (63) or members of the Special Library Association (28). A total of 32 have been returned from other members of the public. Because they are still being returned, a final tabulation of the results will not be available until the next meeting. The planning committee discussed the preliminary tabulations and will be focusing on the final results and their implications for SFPL next week.

The committee also discussed assumptions that provide the basis for the plan. A draft of the assumptions is listed below. These are not in any particular order and some are not complete.

(1) The San Francisco Public Library will remain a free public library with all basic services offered at no charge to residents of the city.

(2) The San Francisco Public Library will continue to actively promote library services and attract new users.

(3) City budgetary constraints will continue to be a major obstacle to the growth of library services. However, the passage of the November 1988 library bond issue has generated new interest in the library and opportunities for funding from philanthropic individuals and organizations.

(4) Branch library services should be consistent with population density.

(5) The opening of the new main library in 1995 will provide the SFPL system with a once-in-a-lifetime opportunity to generate excitement and interest, both locally and on a national basis.

(6) San Francisco's population is expected to grow over the next twenty years with the greatest growth in the Asian and Hispanic populations.

(7) As this population growth occurs, it is expected that the demand for foreign language materials will be on a city-wide basis, rather than in a few neighborhoods as was previously the case.

(8) The SFPL system should function as a well-integrated system, allowing patron access to as much information as possible from any location.

(9) Facility improvements to branch libraries must be conducted on a system-wide basis and not piecemeal.

(10) One of the SFPL's strongest assets is its staff, and the strength of the entire system is dependent upon them.

(11) San Franciscans think of the library in very positive terms. They are most associated with the branch system.

(12) It is the intention of the SFPL to provide information to the public on all available formats; including books, computers, videos, periodicals, tapes, etc.

(13) Development of an integrated public access catalog system is of critical importance.

(14) Branch libraries should maintain their special collections that are of local and community interest. However, these collections should be catalogued and available to all users regardless of their location.

(15) The passage of the library bonds, election of a new Mayor and appointment of a majority of new Library Commissioners are providing the SFPL with an opportunity to create a great library system.

(16) The creation of an endowment for the SFPL is essential to its future.

(17) The SFPL must remain responsive to community and actively solicit public input on a regular basis.

President Coulter asked that a statement be included on what are the specific goals of SFPL and what the library system should look like in the future. He also asked that various topics be listed such as an annual report, fund-raising and future technologies.

He asked that demonstrations on new technology be presented at the next commission meeting.

President Coulter invited public input on the strategic plan by either public testimony at commission meetings or by writing concerns to the commission.

Edward Benner criticized the quality and the nature of the materials that have been sent to Marilyn Smulyan. He described the materials as fragmentary and in some cases, out of date. Commissioner Chin requested that he submit specific recommendations in writing.

Ed W. Regan asked that the main library and branches be open longer hours, establishment of a regional law library, one cent photocopies, establishment of a Diamond Heights branch, college textbooks in branch collections, patron parking at all branches and pamphlets distributed at all locations.

Effie Lee Morris noted that the State Library reviewed the Rand Study which stated that the four counties in California which have the largest percentage of blacks are San Francisco, Alameda, Solano and Los Angeles. The current draft of the strategic plan gives no mention of the black population in San Francisco, especially as it relates to the Waden and Visitation Valley branches.

She also asked the commission to carefully review standards for the library system since current trends indicate services are being provided by less staff with greater responsibility.

President Coulter stated that the final draft of the strategic plan will have more demographic information. He also said that a collections development policy will be established and that books will always be a key part to the library.

President Coulter asked for public input on the strategic plan and offered to spend his own time, on an individual basis, for people who request in-depth discussions.

President Coulter reminded commissioners to visit the branches and departments assigned to them for oversight.

PERSONNEL ISSUES

1. NCS Appointments **It was moved by Commissioner Callanan and unanimously approved that Resolution #1481 be adopted.**

RESOLUTION #1481

Approval of Resolution #1481, non-Civil Service temporary and recertification of temporary appointments made during the month of March, 1989. Also resignations of non-Civil Service temporary and part-time positions made during the month of March, 1989.

Other Commission Reports/Issues

1. Finance/Budget Committee Commissioner Carlson reported that the Finance/Budget Committee is reviewing the current schedule of fines, fees and other charges. The committee will have a list of recommendations by June.

2. **It was moved by Commissioner Carlson and unanimously approved that Resolution #1482 be adopted:**

RESOLUTION #1482

Authorizing the City Librarian to apply for, accept and expend $328,000 from the Telecommunications Education Trust for a Community Connection project for 1989/90.

WHEREAS, The Telecommunications Education Trust, established by the California Public Utilities Commission, has allocated funds for projects which help consumers use and understand the telecommunications system, and

WHEREAS, The San Francisco Public Library is eligible to apply for funds to assist non-profit and community-based organizations to improve access to their information resources through the community connection project; therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $328,000; and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

3. Operations/Automation Committee Commissioner Chin submitted the following minutes for the record:

The Operations/Automation Committee of the San Francisco Public Library Commission met on Friday, March 31, at 4:30 p.m. in the Commission Room, main library. Present were Commissioner Chin, Chair; Commissioners Callanan and Normandy, members.

Borrowing Privileges for the Homeless Lisa Parsons, Advocacy for the Homeless, explained current problems the homeless have in obtaining a library card.

In a letter to the Library Commission, the Human Rights Commission recommended the following:

"The current library lending policy excludes the opportunity for homeless and other low income persons in our community who are unable to maintain a consecutive 30-day address from securing library cards. The Civil Rights Committee of the Coalition on Homelessness proposes the following modifications to the current lending policy:

1. All persons, including homeless and low-income persons, can obtain a San Francisco Library Card by establishing identification and proof of San Francisco residence. In addition to the acceptable documents already posted at the library, proof of residence may be shown by: a) a letter from a recognized social service provider, b) a welfare (G.A., AFDC) check or c) a California I.D. with a local address, or d) a letter from a San Francisco merchant/business which establishes where the person resides.

2. In all cases where a person does not have a permanent, stable address, a mailing address where they regularly receive mail must be provided. This can be established by: a) a letter from a services provider vouching that they act as a mail drop for the applicant, b) proof that mail has been received at a local address (including General Deliver) within the past 30 days, or c) proof of a post office box.

Committee members asked staff to review the recommendations of the Human Rights Commission and prepare a response to be submitted to the committee by May 12.

Also, the committee asked that a letter be sent to the City Attorney requesting a definition of residency and an opinion on what the fiduciary responsibility of the Commission is relating to materials in the library.

Special Permission Loan Policy Minor changes made to final draft of special permission loan policy. Staff to develop a form for patron to complete regarding copyright infraction and waiver of liability before final draft is submitted to the full commission.

Other Reports
City Librarian's Report

1. Mr. Dowlin reported that the first bond sale will be handled by the CAO and City Attorney. The interested parties list includes representatives from the Controller's Office, City Attorney's Office, CAO, City Treasurer and City Librarian. Pamela S. Ju has been selected as the bond counsel. The financial advisors which have been selected are Rauscher, Pierce and Refsnes, Inc.

   The financing documents will be reviewed by the Board of Supervisors on April 26. Bids will be opened on pricing the bonds on June 7 at 10 a.m. by the Board of Supervisors. The first bond sale should be on June 21.

Librarians Guild

1. Shelley Sorensen thanked President Coulter and the Commission for the letter which was sent to Mayor Agnos with the budget request.

   She also called attention to severe staff shortages which have forced closure of several branch libraries on various days for the past few weeks.

New Business

1. President Coulter encouraged Commissioners to attend Friends of the Library board meetings if he is unable to attend. The Friends board meets on the second Wednesday at 12:15 in the Commission Room.

Public Comment

1. None.

There being no further business to transact, the April 4, 1989 commission meeting was adjourned at 6:10 p.m.

The next regular meeting of the Library Commission will be on Tuesday, May 2, 1989 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

Note: These minutes set forth all actions taken by the Library Commission on matters stated, but not necessarily the chronological order in which the matters were taken up.

RESOLUTION #1481

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March, 1989 be approved:

3602 Library Page, Part-Time

Ho, Johnson
Rich, Donna
Schneider, Kirk
Perlstein, David
Trink, Tai
Lucas, Donald
Hesson, James
Geddes, Marguerite
Giraux, Margaret

AND FURTHER, That the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part-Time

Kohler, John
Jacobson, Eric
Maeda, Eugene
Wortman, Erica
Noriel, Rodney
Auckerman, Eric

DOCUMENTS DEPT.

MAY 23 1989

SAN FRANCISCO
PUBLIC LIBRARY

Minutes

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
MAY 2, 1989

The regular meeting of the San Francisco Public Library Commission was held Tuesday, May 2, 1989 in the Lurie Room at the main library.

The meeting was called to order at 5:55 p.m. by President Coulter.

On roll call the following Commissioners were noted present: Callanan, Carlson, Chin, Coulter, and Normandy. Commissioners Kalil and Swig were excused.

It was moved by Commissioner Callanan and unanimously approved that the April 4, 1989 Commission meeting minutes be approved as submitted.

President Coulter thanked Mr. Dowlin and staff for the excellent technology demonstrations presented prior to today's regular meeting.

He asked that letters of thanks be sent to everyone who helped out in the demonstrations.

STRATEGIC PLAN

1. Marilyn Smulyan reported that the draft of the Strategic Plan will be completed by May 15.

   Two documents were provided to Commissioners today. The first was a summary of the methodology and results of the role selection process which is being incorporated into the background selection of the plan.

   The second document was a rough draft of short-term goals which will be recommended in the plan. At this point they should be reviewed for general content; all of them will be more thoroughly described in the final document.

   (Copies of documents attached to file copy of these minutes.)

   Copies of the draft of the Strategic Plan should be reproduced during the week of May 15. President Coulter asked that copies be made available through the Secretary's Office.

   President Coulter called for a special commission meeting to be held on Friday, May 26 at 4:00 p.m. to review the strategic plan draft.

PERSONNEL ISSUES

1. NCS Appointments It was moved by Commissioner Callanan and unanimously approved that Resolution #1484 be adopted.

RESOLUTION #1484

Approval of Resolution #1484, non-Civil Service temporary and recertification of temporary appointments made during the month of April, 1989. Also resignations of non-Civil Service temporary and part-time positions made during the month of April, 1989.

2. The Personnel Committee met on April 28 to discuss the evaluations for City Librarian and Secretary. Present were Commissioners Callanan and Normandy. Commissioner Kalil was excused.

   Committee members reviewed current job descriptions for each position. Members agreed that the narrative job descriptions be condensed to a one page outline of duties and responsibilities. Committee recommended using the city's standard evaluation form.

   Today, Commissioners were asked to send their comments on the duties and responsibilities to Commissioner Callanan next week at his home. Also, at the request of the Librarian's Guild, staff are invited to submit comments on the evaluations by mailing them to Commissioner Callanan at his home.

   The committee will continue to refine the evaluations at its meeting on May 19.

Other Commission Reports/Issues

1. Finance/Budget Committee It was moved by Commissioner Carlson and unanimously approved that Resolution #1445 be adopted:

   RESOLUTION #1485

   Resolved, That the Library Commission authorizes the City Librarian to publish the 1989 edition of the Union List of Periodicals and the Subject Catalog of Periodicals using funds available in the Publication Fund, and be it

   Further Resolved, that copies be sold for $30 each.

2. The mayor's office has informed the library that the baseline budget request approved by commissioners in January is $200,000 more than what should have been submitted. If this shortfall does indeed exist, the committee recommended that 5 or 6 vacant positions be defunded.

   The mayor's office is now reviewing the entire city budget and should let us know by the end of the month if this, or any other action is necessary.

3. Operations/Automation Committee It was moved by Commissioner Chin and unanimously approved that Resolution #1486 be adopted:

   RESOLUTION #1486

   RESOLVED, That the Library Commission adopts the following policy for special permission loans.

   The library contains both circulating materials which can be borrowed for use outside the building and non-circulating materials (designated "reference") for use only in the library. While items designated as reference are not generally issued for use outside the library, exceptions may be made when the owning department/branch determines that such a special permission loan is warranted. The decision rests with the department/branch head.

Other Reports
City Librarian's Report

1. Mr. Dowlin is in the process of interviewing applicants for the position of Community Relations Librarian.

   President Coulter asked the Public Relations Committee to work closely with this person in reaching out to the community.

2. Russ Abel, DPW architect and project manager for branch renovations was introduced to the Commission. He is reviewing the various needs of the branches (seismic, handicapped accessibility, asbestos, electrical) and will establish a program to accomplish the required renovations.

   President Coulter asked the Facilities Committee to work closely with Mr. Abel in reviewing building needs and scheduling.

3. The first bonds for branch renovations and the new main are scheduled to be sold on June 21. Mr. Dowlin asked that the Finance Committee work with Administration in passage of the supplemental by that date.

4. Steven Low has been hired by the library as 1818 MIS Specialist II.

5. Diane Coleman, Executive Director for the Foundation for the new main library, was introduced.

New Business

1. President Coulter stated that the July 4 holiday falls on the first Tuesday of the month. Commissioners agreed to hold the regular July monthly meeting on Tuesday, July 11 at 4:30 p.m.

Public Comment

1. None.

There being no further business to transact, the May 2, 1989 commission meeting was adjourned at 6:40 p.m.

The next regular meeting of the Library Commission will be on Tuesday, June 6, 1989 at 4:30 p.m. in the Commission Room of the main library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

Note: These minutes set forth all actions taken by the Library Commission on matters stated, but not necessarily the chronological order in which the matters were taken up.

RESOLUTION #1484

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April, 1989 be approved:

3602 Library Page, Part-Time

Madrid, Daniel
Goverchin, Michael
Wiggens, Gwen
Ahearn, Dale
Stellar, Nathan
Maggitti, Alfred
Postel, Walter
Trade, Sean
Amme, Tasha
Dresser, Halliday
deVerges, Gregory
Carey, Thomas
Wong, Darren
Wagner, Tanik

3630 Librarian I, Part-Time

O'Connell, John B.

7334 Stationary Engineer, As Needed

Baker, Irene R.

AND FURTHER, That the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part-Time

Ng, Eddie
Calvello, Michael
Davis, Clifford
Vallier, Monte
Poli, Dea
Monajami, Sireus
Jaurez, Danilo
Murillo, Senia
Lui, Wilson

DOCUMENTS DEPT.

JUN 23 1989

SAN FRANCISCO
PUBLIC LIBRARY

Minutes

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
JUNE 6, 1989

The regular meeting of the San Francisco Public Library Commission was held Tuesday, June 6, 1989 in the Commission Room at the Main Library.

The meeting was called to order at 4:30 p.m. by Vice-President Kalil.

On roll call the following Commissioners were noted present: Callanan, Carlson, Chin, and Kalil. Commissioners Coulter, Normandy and Swig were excused.

It was moved by Commissioner Callanan and unanimously approved that the May 2, 1989 Commission Meeting minutes be approved as submitted.

Civic Center Garage Expansion

1. Mr. Chin, Director of Parking Authority, presented a brief background on Civic Center Garage expansion. The Chief Administrative Officer and Public Works Department are preparing an estimate for additional parking stalls in the garage. The initial study indicated expansion to 570 stalls; current estimates call for 370 stalls under Fulton Street. The new main library will displace 128 original stalls. The Department of City Planning will perform the final analysis of the number of stalls.

   The bond measure to fund this project may be on the ballot this fall and may total $20 million.

   Ed W. Regan stated that the Asian Art Museum and new main will attract more visitors to Civic Center. He stated that the current civic center garage is seldom fully occupied.

   John Hotzclaw expressed his concerns with air quality, traffic and access to transit with garage expansion. He felt that adding more parking spaces will increase congestion. He asked the Commission to take a strong stand against expansion.

   Norman Rolfe, Co-Chair of Transportation Committee, said that more parking would be available if the 320 monthly spaces in the garage could no longer be reserved. Public transit should be encouraged, and he asked the Commission to not be associated with expansion plans.

PERSONNEL ISSUES

1. NCS Appointments It was moved by Commissioner Callanan and unanimously approved that Resolution #1487 be adopted.

RESOLUTION #1487

Approval of Resolution #1487, non-Civil Service temporary and recertification of temporary appointments made during the month of May, 1989. Also resignations of non-Civil Service temporary and part-time positions made during the month of May, 1989.

2. Commissioner Callanan reported that a meeting of the Personnel Committee was held on Friday, May 19, in the Commission Room. The meeting was called to order at 4:00 p.m. Present were Commissioner Callanan, chair; Commissioners Kalil and Normandy, members.

   A. The committee tabled review of proposals from library programming consultants for a new main. Calls for proposals may go out next week.

   B. Performance evaluations of City Librarian and Secretary will go to full commission for final evaluation.

   Meeting adjourned at 4:20 p.m.

Finance/Budget Committee

1. Commissioner Carlson reported that the committee met on Friday, May 19 at 3:00 p.m. in the Commission Room. Present were Commissioner Carlson, chair; Commissioners Callanan and Kalil, members. Committee unanimously recommended adoption of Resolutions #1488, #1489 and #1490. Meeting adjourned at 3:50 p.m.

2. It was moved by Commissioner Carlson and unanimously approved that Resolution #1488 be adopted:

RESOLUTION #1488

RESOLVED, The Library Commission hereby authorizes the City Librarian to expend an amount not to exceed $10,000 from unrestricted gift funds for operating costs and equipment to support the program of the Community Relations librarian.

3. It was moved by Commissioner Carlson and unanimously approved that Resolution #1489 be adopted:

RESOLUTION #1489

RESOLVED, The Library Commission approves the Library Improvement Bond Supplemental totalling $11,366,423 as follows: salaries ($464,621); operating expenses ($31,000); equipment ($30,000); DPW management services ($350,000); DPW Architecture/Engineering contract ($6,500,000); DPW branch library improvements ($3,990,000).

4. It was moved by Commissioner Carlson and unanimously approved that Resolution #1490 be adopted:

RESOLUTION #1490

RESOLVED, The Library Commission approves a supplemental budget request for allocating $113,202 of Public Library Foundation Funds 1988-89 as follows: salaries ($53,040); operating expenses ($13,000); library materials ($7,662); equipment $39,500).

Operations/Automation Committee

1. Commissioner Chin reported that the committee held a meeting on May 19 at 5:00 p.m. in the Commission Room. Present were Commissioner Chin, Chair; Commissioners Callanan and Normandy, members. Committee unanimously recommended adoption of Resolution #1491. Meeting adjourned at 6:00 p.m.

2. It was moved by Commissioner Chin and unanimously approved that Resolution #1491 be adopted:

RESOLUTION #1491

RESOLVED, The Library Commission authorizes modifications to the library's registration policy and procedures to provide homeless residents with borrowing privileges at the San Francisco Public Library.

3. Commissioner Chin submitted the full text of registration policy revision as follows:

In order that the homeless residents of San Francisco be enabled to meet the library's requirements for borrowing privileges, the following modifications to the library's registration policy and procedures are recommended.

A. The library will continue to issue a three-year card to residents presenting identification and proof of residence as follows:

- California driver's license showing current San Francisco address
- State of California I.D. card showing current address
- Credit cards with San Francisco address plus I.D. (e.g. Social Security card, Student Body card, Health Plan card, Check Cashing card, Passport, etc.)
- Utilities bill plus I.D.
- Bank check or current monthly rent receipt with address imprinted plus I.D.
- Military I.D. (active duty in San Francisco)
- Listing in telephone book or City Directory plus I.D.
- Medi-Cal card (current month) or welfare check plus I.D.
- Verification of residence at a temporary shelter/half-way house, etc.; in a long-term residency program on Agency letterhead, plus I.D. (e.g. Children's Home Society, St. Vincent de Paul, etc.)

B. The library will also issue a six-month renewable card to residents who provide identification (as above), present a letter from a social service provider that verifies that the person is a resident of San Francisco, and provide the library with a current verifiable mailing address. The verification of mailing address can be:

- a letter from a social service provider stating that the individual receives mail at the provider's address
- a piece of postmarked mail received at the person's mailing address within the last 10 days,
- a postcard supplied and mailed by the library to the person's mailing address and returned by the addressee to the Registration Department.

The library will issue the six-month cards at the Main Library. A statistical evaluation will be made at the end of six months and reported back to the Library Commission.

City Librarian's Report

1. Anne Kincaid invited Commissioners to the opening reception for the bicentennial celebration of the French Revolution on July 11 at 5:30 p.m. in the Lurie Room.

2. Nancy Musser reported that Visitacion Valley went on line with CLSI on Monday, June 5. This marks the completion of having all agencies on line with the circulation system.

3. Karen Scannell reported that the main library will be closed on Sunday, June 25, Gay Freedom Day. This closure is authorized under current commission policy.

4. Karen Scannell has reminded the Board of Supervisors' budget analyst that the Supervisors have the authority to add to the library's book budget during the budget hearing process. KLA and Friends are currently lobbying the Board.

5. Mr. Dowlin announced the appointments of Hope Hayes, Chief of Branches; Cathy Page, Chief of New Main; and Rebecca McDuff, Department Head, Information Services.

   He also welcomed Jane Winslow, Director of the Friends of the Library, effective June 19.

Librarians' Guild

1. Sally Houston announced that negotiations have begun with library administration on the M.O.U.

New Business

1. None.

Public Comment

1. Ed W. Regan asked that photocopying services be offered at one cent per sheet, hours in the branches be expanded, and that podiums be available at all branches and departments to allow the public to stand while reading.

There being no further business to transact, the June 6, 1989 commission meeting was adjourned at 5:30 p.m. in honor of the retirement of Margaret Mayer, Director of the Friends, who has faithfully and diligently provided leadership to the Friends for almost one quarter of a century.

The next regular meeting of the Library Commission will be on Tuesday, July 11, 1989 at 4:30 p.m. in the Commission Room of the Main Library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

Note: These minutes set forth all actions taken by the Library Commission on matters stated, but not necessarily the chronological order in which the matters were taken up.

RESOLUTION #1487

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of May, 1989 be approved:

3602 Library Page, Part-Time

Wilkins, Gary
D'Andrade, Daniel
Lawit, Nina
Castille, Ben
Clark, Joshua
Pacarar, Michael
Miller, Jon
Pereina, Elias

1818 Management Information Specialist II

Lew, Steven

1821 Management Information Systems Manager

Vasquez, Juan

AND FURTHER, That the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part-Time

Spence, Darcy
Neves, Lawrence
Richard, Michael
O'Neil, Mary
Speed, Shannon
Lee, Amber

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JUL 25 1989
SAN FRANCISCO PUBLIC LIBRARY

Minutes

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MEETING
JULY 11, 1989

The regular meeting of the San Francisco Public Library Commission was held Tuesday, July 11, 1989 in the Commission Room at the Main Library.

The meeting was called to order at 4:30 p.m. by President Coulter.

On roll call the following Commissioners were noted present: Callanan, Carlson, Coulter, Kalil and Swig. Commissioners Chin and Normandy were excused.

It was moved by Commissioner Callanan and unanimously approved that the June 6, 1989 Commission Meeting minutes be approved as submitted.

It was moved by Commissioner Kalil and unanimously approved that the June 15 Special Commission Meeting minutes be approved as submitted.

President Coulter asked that the draft minutes of the June 29 special meeting include a listing of strategic plan goals as discussed at the meeting before consideration for approval by the commission.

Strategic Plan

1. It was moved by Commissioner Kalil and unanimously approved that Resolution #1492 be adopted.

RESOLUTION #1492

RESOLVED, That it is the policy of the San Francisco Public Library Commission to use a strategic plan as the official document for stating the mission and goals of the San Francisco Public Library, and be it further

RESOLVED, That the San Francisco Public Library Commission shall reconsider a strategic plan each fall prior to the preparation of the budget request for the next fiscal year.

2. Mr. Dowlin presented proposed revisions to the strategic plan draft which were discussed at the June 29 commission meeting. Revisions include re-working of mission statement, roles and goals.

   Commissioners agreed to meet as a committee of the whole on Tuesday, August 1 at 3:00 p.m. to review the revisions. President Coulter asked Commissioners to lead discussion on the various sections of the plan as were previously assigned.

PERSONNEL ISSUES

1. NCS Appointments It was moved by Commissioner Callanan and unanimously approved that Resolution #1493 be adopted.

RESOLUTION #1493

Approval of non-Civil Service temporary and recertification of temporary appointments made during the month of June, 1989. Also resignations of non-Civil Service temporary and part-time positions made during month of June, 1989.

2. Committee Report: Commissioner Callanan reported that the Personnel Committee met on July 6 at 4:00 p.m. to discuss the selection of a program consultant for the new main library. Three responses to the RFP were received: Becker & Hayes, HBW Associates and Aaron Cohen.

   Mr. Dowlin, Roberto Esteves and Russell Able reviewed and evaluated the three proposals and recommended the selection of HBW Associates. The Human Rights Commission concurred with the recommendation. Meeting adjourned at 4:45 p.m.

3. It was moved by Commissioner Callanan and unanimously approved that Resolution #1498 be adopted:

Resolution #1498

RESOLVED, The San Francisco Public Library Commission approves the selection of HBW Associates as program consultant for the new main library.

Finance/Budget Committee

1. Committee Report: Commissioner Carlson reported that the committee met on Thursday, June 16 at 3:00 p.m. in the Commission Room. Present were Commissioner Carlson, chair; Commissioner Kalil, member. Commissioner Callanan was excused. Committee unanimously recommended adoption of Resolutions #1494, #1495 and #1496. Meeting adjourned at 3:20 p.m.

2. It was moved by Commissioner Carlson and unanimously approved that Resolution #1494 be adopted:

RESOLUTION #1494

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $135,000 AVAILABLE THROUGH THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR FISCAL YEAR 1989-90 FOR IMPROVEMENT AND EXPANSION OF LIBRARY SERVICE TO ETHNIC MINORITIES AT MISSION BRANCH LIBRARY.

WHEREAS, The California State Library has available Federal Library Services and Construction Act funds for the extension and improvement of Community Library Services through the Partnerships for Change Grants Program, and

WHEREAS, The San Francisco Public Library is eligible and has been encouraged to apply for funds to extend and improve library services for ethnic minorities at the Mission Branch; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $135,000 of Library Services and Construction Act funds for the improvement and expansion of library service to ethnic minorities at Mission Branch, and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds, and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

3. It was moved by Commissioner Carlson and unanimously approved that Resolution #1495 be adopted:

RESOLUTION #1495

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $61,649 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE I OF THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR MAJOR URBAN RESOURCE LIBRARIES FOR FISCAL YEAR 1989/90.

WHEREAS, The California State Library has Federal Library Service and Construction Act funds available to support Major Urban Resource Libraries; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the State of California and continue to be designated as a Major Urban Resource Library; and

WHEREAS, The San Francisco Public Library is eligible for these funds as a city with a population of 100,000 or more; now, therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply for, accept and expend federal funding not to exceed $61,649 for designated Major Urban Resource Libraries; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds.

4. It was moved by Commissioner Carlson and unanimously approved that Resolution #1496 be adopted:

RESOLUTION #1496

AUTHORIZING THE CITY LIBRARIAN TO APPLY FOR, ACCEPT AND EXPEND FUNDS NOT TO EXCEED $57,000 AVAILABLE IN STATE FUNDS FOR FAMILIES FOR LITERACY PROGRAMS FOR FISCAL YEAR 1989-90.

WHEREAS, Studies show that literacy can be prevented that family reading activities help prepare children to become readers; and

WHEREAS, The California State Library has invited libraries participating in the California Literacy Campaign to apply for state funds to develop programs to encourage and promote family participation in reading; and

WHEREAS, The San Francisco Public Library is eligible to apply for funds through Project Read Library adult Literacy program and sponsored a successful Family Literacy Program in 1988-89; and

WHEREAS, The Children's Services program of the library will work in coordination with Project Read on this project; now, therefore, be it

RESOLVED, That the City Librarian is authorized to apply for, accept and expend an amount not to exceed $57,000 in California State funds for state fiscal year 1989-90; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

Joint Meeting of Finance/Budget and Facilities

1. Committee Report: Commissioner Carlson reported that a joint meeting of Finance/Budget and Facilities committees was held on Thursday, June 8 at 4:00 p.m. in the Commission Room. Present were Commissioner Carlson, Chair; Commissioners Callanan and Kalil, members. Commissioners Chin and Swig were excused.

   Russell Able, DPW Project Manager, stated that the $5 million allotted for branch renovation will be sufficient for design and construction costs for six branches; design only for two branches. Construction included seismic strengthening, disabled accessibility, electrical power upgrade, asbestos control and maintenance/functional improvements.

   Mr. Able detailed maintenance and functional improvements at the following branches:

   Sunset: ($143,000) Larger work space and staff room, new roof, security system, electrical outlets/computer outlets.

   Chinatown: ($512,000) Enlarge childrens area, new addition to extend public area, new roof, security lighting, security system, boiler, upgrade plumbing, partitions and doors, replace balustrade, stairs.

   Library to apply for state funds (Prop 85) for $2.6 million of funds for Chinatown.

Mission: ($275,000) Heating controls, partitions, doors, upgrade plumbing, new roof, security system, computer outlets.

Richmond: As-built drawings need to be created to determine costs.

Merced: ($356,000) Expand childrens room, staff workroom, security system, relocate electrical panel, replace flooring, new furnace, termite/dryrot repair, new roof, interior lighting.

Park: New roof, security gates, locks, upgrade plumbing, computer outlets.

Presidio: HVAC upgrade, security lighting, plumbing upgrade, renovate staff work area, new roof, repair exterior terra cotta.

Meeting adjourned at 5:00 p.m.

2. Today it was moved by Commissioner Callanan and unanimously approved that Resolution #1497 be adopted:

RESOLUTION #1497

RESOLVED, That the Library Commission accepts the priority of renovation of Sunset, Chinatown and Mission Branch Libraries and requests the Bureau of Architecture to bring forward plans for budget, schedule and design to be reviewed by this Commission, and that all other branch renovations be subject to six month review.

Operations/Automation Committee

1. Commissioner Callanan reported that the committee held a meeting on Thursday, July 6 at 4:30 p.m. in the Commission Room. Present were Commissioners Callanan and Normandy. Commissioner Chin was excused. The Committee reviewed the following proposed changes in hours and service levels for FY 1989-90.

Hours and Days:		Current	Proposed
Marina	Monday	10-6	Closed
	Tuesday	10-6	10-6
	Wednesday	1-9	1-9
	Thursday	1-6	1-9
	Friday	1-6	1-6
	Saturday	10-6	10-6
Golden Gate Valley	Monday	1-6	1-6
	Tuesday	10-6	1-6
	Wednesday	1-9	1-7
	Thursday	1-6	1-6
	Friday	1-6	Closed
All Reading Centers	Wednesday	1-6	1-7

Hours and Days:		Current	Proposed
Portola	Monday	12-5	1-6
	Tuesday	12-5	1-6
	Thursday	12-5	1-6
Potrero	Monday	Closed	1-6
	Tuesday	10-12/1-6	10-12/1-6
	Wednesday	1-9	1-9
	Thursday	1-6	1-6
	Friday	1-6	1-6
	Saturday	1-6	Closed

These changes will permit the reallocation of staff from the City's northern to southern sector. They also reflect a public service hour increase for the Reading Centers and a reduction in hours for Marina and Golden Gate Branches. Marina will operate five days instead of six and Golden Gate Valley will operate four days instead of five. Potrero Branch will open Monday through Friday instead of Tuesday through Saturday.

Mr. Dowlin stated that the proposed changes will help stabilize system-wide staff coverage and strengthen service to children in the southern section of the city.

Meeting adjourned at 4:45 p.m.

2. Today there was lengthy discussion of the proposed hours at Potrero Branch and reading centers. Vincent Russo, Ocean View Branch, stated that he objected to having reading centers open to the public for six hours on Wednesday since it would necessitate staff to take their unpaid lunch break from 12-1 and then work a six hour shift. He suggested that the reading centers open from 2-7 p.m. on Wednesdays. Hope Hayes responded that the staff of the reading centers are full time employees working 40 hours each week. Reading centers are now only open to the public 20 hours each week, and if one additional public service hour is added to the the schedule, it should not impose a hardship on the staff.

   The Commission asked that hours at Potrero be studied further since a change in open days may have an impact on the community.

3. It was moved by Commissioner Callanan and unanimously approved that Resolution #1499 be adopted:

   Resolution #1499

   RESOLVED, That the San Francisco Public Library Commission approves the change of public service hours as recommended by staff at Marina, Golden Gate Valley and all Reading Centers for FY 1989-90 and that new hours be subject to review in three and six months.

Public Relations

1. Committee Report: Commissioner Carlson reported that the Public Relations Committee met at 3:30 p.m. on Thursday, July 6. Present were Commissioners Normandy and Carlson. Commissioner Swig was excused.

   The Committee discussed the possibility of creating an advisory committee to the Public Relations Committee to help maximize input from the public.

   Marcia Schneider will be working on the library stakeholders list with Pat Schultz which will be reviewed by the committee at its next meeting.

   Meeting adjourned at 3:55 p.m.

City Librarian's Report

1. No report.

Librarians' Guild

1. Shelly Sorenson announced that Ruth Maginnis is the newly-elected President of the Guild.

   The Guild will start MOU negotiations with the Administration on September 7. She reported that this year's budget shows a Librarian II position has been traded for two part-time Librarian I positions to accommodate the change in branch hours and increased services to children in the southern section of the City. She also expressed disappointment that the new schedule eliminates professional services at Golden Gate Valley Branch.

New Business

1. Commissioner Swig recommended expanding the membership of the Library Commission. She asked fellow commissioners to consider this proposal which could be placed on the June ballot.

   President Coulter asked the Operations/Automation Committee to review the matter at their next meeting.

Public Comment

1. None.

There being no further business to transact, the July 11, 1989 commission meeting was adjourned at 6:15 p.m.

The next regular meeting of the Library Commission will be on Tuesday, August 1, 1989 at 4:30 p.m. in the Commission Room of the Main Library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

Note: These minutes set forth all actions taken by the Library Commission on matters stated, but not necessarily the chronological order in which the matters were taken up.

RESOLUTION #1493

RESOLVED, That the following non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of June, 1989 be approved:

3602 Library Page, Part-Time

Pham, Mai
Thai, Hoang
Bond, William
Heer, Stephen
Rickman, Gregg
Miller, Jon
Le, Anh

3630 Librarian I

Humbert, Jana A.

AND FURTHER, That the following resignations of non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part-Time

Lee, Michael
Shannon, Warren
Yip, Conrad
Martinez, Gracie
Wang, Ben
Donovan, John
Hesson, James
Duong, Quoyen
Alex, Susan
Davidson, Ross
Mallari, Angela
Doctolero, Grace
Hopelain, Allison
Tan, Christopher

City and County of San Francisco
Public Library Commission

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addendum

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SAN FRANCISCO
PUBLIC LIBRARY

ART AGNOS
Mayor

STEVEN A. COULTER
President

JEAN KAUL
1st Vice President

EDWARD F. CALLANAN, JR.
2nd Vice President

CARL A. CARLSON
CONNIE K. CHIN
DENNIS NORMANDY
ROSELYN C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

ADDENDUM*

Addendum to the San Francisco Public Library Commission Minutes of July 11, 1989:

Correction, Page 5:

Hours and Days:	Current	Proposed
Marina		
Thursday	1-6	1-6

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 558-3031

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Minutes

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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
SPECIAL COMMISSION MEETING
AUGUST 1, 1989

A special meeting of the San Francisco Public Library Commission to discuss the Strategic Plan was held Tuesday, August 1, 1989 in the Commission Room at the Main Library.

The work session was called to order at 3:10 p.m. by President Coulter.

The following Commissioners were noted present: Callanan, Carlson, Coulter, Kalil, Normandy and Swig. Commissioner Chin was excused.

This session was used to walk through the second draft of the Strategic Plan. Each commissioner present lead a particular section of the plan and discussed possible changes.

President Coulter felt that reworking the first draft was very effective. Background information has been moved out of the package.

Commissioner Swig started the discussion by stating the plan is very, very strong in ideas for the system and very, very weak, or practically nonexistent, in public relations and fund raising. Mr. Dowlin assured the Commission that these areas will be enlarged upon.

The **MISSION STATEMENT** was reworked from suggestions by Commissioners Swig and Kalil. The word "system" was moved, the word "individual" was deleted. The corrected version is: The MISSION of the SFPL is to be the focal institution and system for providing publicly supported access to information, knowledge and reading in San Francisco.

ROLES were reworked to include an additional role. Commissioner Swig suggested a role to provide a responsive environment (physical structure) that is efficient, attractive, friendly and welcoming to all visitors. Mr. Dowlin suggested that this not be a role, but rather treated as a caveat. Commissioner Swig felt that would diminish it. Commissioner Swig will work with Mr. Dowlin on the proper wording. President Coulter suggested a role to include the library's position as an advocate of freedom to read and access to information. Literacy should also be included. Mr. Dowlin will work on the appropriate wording for these role suggestions.

KNOWLEDGE SYSTEM - Commissioner Swig questioned the purpose of the statement of preserving cultural heritage. The point is the need to focus in on that need. Mr. Benner feels that there is more knowledge than stated here, such as new technology. He feels we should be in better touch with the outside world. Commissioner Kalil suggesting ending the statement with "to meet community needs." Commissioner Swig suggested including "awareness". Mr. Dowlin will continue working with this role.

COMMUNITY INFORMATION SYSTEM - Commissioner Swig questioned whether the word "archiving" was redundant and the need to state "and to make decisions". President Coulter thought it should include enjoyment, education and decision making. Mr. Dowlin included the specific delineation so as to put boundaries around what kinds of information we provide. In many cases, the library provides information on information providers, rather than the information itself. Enjoyment and education could be misconstrued. The concept of citizenship and consumerism should be stressed more than enjoyment. It was agreed that the statement will end with "for becoming informed".

FACILITY ROLES - Commissioner Kalil questioned the wording of the first sentence. President Coulter suggested the wording, " SFPL will have three major types of facilities".

THE MAIN LIBRARY - Commissioner Kalil wanted to know what head-end means. The word is technical. What it means is that the network should be headquartered in the main library. Commissioner Callanan felt that the word should either be explained or changed because this document should be able to be understood by anyone reading it. Commissioner Swig suggested including the main library as the place where functions and meetings are held, some emphasis on being used by the community. The words "communications program" are too broad and people won't be aware that they include the community, ie. the whole city. "Special events" was suggested.

President Coulter questioned whether this statement deals with a permanent or temporary situation, ie. the need for a Tenderloin Branch in the future. Mr. Dowlin felt that we need a separate Tenderloin Branch in the future, but for now it will have to be designed into the new main. President Coulter wondered if this plan needs to be included in the design. Mr. Dowlin felt structurally the building wouldn't change, but the interior would be planned with this in mind - such as a floor specifically for the Tenderloin Branch.

Glenda Goldwater made the point that the branches use the main library as a large circulating collection. The word circulating will be included.

THE BRANCHES - Mr. Dowlin wants to incorporate the concept of the resource branches, which are larger than the neighborhood branches. President Coulter wondered if we needed primary or secondary roles. The idea is that all the neighborhood branches do these things. And in addition, the resource branches do other things. Commissioner Swig asked that "focal point" be changed to "place".

THE NETWORK - Commissioner Kalil asked that "into the totality" be changed to "with the totality". Also she questioned our role to facilitate the sense of community with SF. Mr. Dowlin pointed out that a public library is one of the most community-based organizations. We're a local institution and our strength comes from being connected with the community. We have definite boundaries, whereas a newspaper, for example, doesn't. Commissioner Kalil suggested the word "foster" instead of "facilitate".

Commissioner Swig suggested an aditional role of ethinic diversity. Mr. Dowlin feels that the model of neighborhoods serving certain ethnic cultures is breaking down. Our challenge is to create a system in which the material goes where its needed. Commissioner Kalil feels it should be mentioned since its such an ethnically diverse city. Mr. Dowlin reminded the commission that this was his intent when he had placed "preserving cultural heritage" in the Knowledge System. Mr. Benner pointed out that when using the word "network" it can also apply to electronic network which should be available 24 hours a day. We should be starting to plan ahead to develop the resources and skills to head in that direction. He feels it is being overlooked.

STRATEGIC GOALS - On Goal 2, Commissioner Swig suggested "increased user visits through renovation, circulation etc". Mr. Dowlin stated these items are counted statistically and wanted to stick with those items which are measurable. On Goal 3, Commissioner Swig suggested "increased awareness and improved perception of the library, etc." Mr. Dowlin suggested deleting the word perception.

STRATEGIES AND GOALS - President Coulter brought up a style issue. He suggested making each lettered goal stand out by using a broader type. Commissioner Swig questioned the text in the second paragraph under strategies and goals. Mr. Dowlin wants to rework all the textual supporting material word by word. The type face of the goals will be made slightly smaller. Under Goal 1, President Coulter commented on the Pioneer Monument. What are the expenses involved in protecting the monument? Commissioner Swig mentioned Stuart Dennenberg who started a "Save the Monuments" project. If his group is still in business, they could be asked to initiate. Also the Arts Commission should be brought in. This monument is an important issue. It is an important monument and is going to have to be protected. Another issue is how is it going to look with a five story building next to it. Should it be moved. We need to start the dialogue. Mr. Dowlin pointed out there are also other important issues such as the underground parking garage and the connection to the transit system. These issues need to be addressed up front. Commissioner Swig added that the art program for the new building will also be an issue. Mr. Dowlin wants to pull all this out and reword it. Commissioner Callanan stressed including the artwork, design elements and issues in the plan so that the public is aware of these and they can be discussed at the public hearings. Mr. Dowlin pointed out that some of this language is left over from the original document. The new Chief of Facilities Development, Cathy Page, will be working on these issues. President Coulter felt that this document should not necessarily discuss an issue, but rather state a position. We want people to respond to a plan of action rather than discuss a philosphy. Mr. Dowlin emphasized just focusing on the goals for this discussion. The Commissioners have no problems with the goals themselves.

On Goal 3, President Coulter thought a statement saying the plan will include definitions on what constitute adequate service for branches would be in order.

President Coulter thought Collection Development should be one of the more important things that we're going to be about and state how we're going to do it. One of the ways to do this would be to expand the role of one of our existing committees and invite outside members who have a special interest to look specifically at collection development issues. Mr. Dowlin feels that collection development needs more work on the objectives to delineate what that actually means. The original goal was to create a plan. Now its been shifted to create a collection, and the plan is a part of that process. We need to go back through and delineate the steps and note the objectives that will lead to that.

On Goal 7, Commissioner Swig questioned "META-catalog". The concept is that everything we own is catalogued and inventoried.

On Goal 6, Commissioner Kalil stated on creating a collection, all the supportive groups could take a pro-active role in terms of development of collections or doing the actual collecting, or supporting of those efforts. She questioned "to meet the mission". The point was to have a sense that we're changing from having a plan to moving towards the goal of having a collection that supports the other efforts.

On Goal 9, President Coulter questioned the wording, wanting to keep it simple. The idea is that we would actively seek technology that would reach populations that we do not reach now. Mr. Dowlin will re-write. Mr. Benner would like to also see a social infrastructure to support the use of the technology, so people know how to use the system - user friendly technology. Mrs. Stern stated that the schools are starting very early to develop teaching techniques for the new technology.

IMAGE DEVELOPMENT - Commissioner Swig suggested adding after "reinforce public confidence in the library", the words, "increase number of users" to the text.

Goal 10 - Commissioner Swig suggested adding these words to the end of the goal, "and establish SFPL as a literary center for the bay area". Mr. Dowlin suggested it be another goal. President Coulter agreed.

President Coulter suggested another goal - "All support group activities; all internal activities will be part of the coordinated communications program."

Commissioner Swig suggested that Goal 12 be part of Image Development rather than planning and evalution. President Coulter felt that Planning should be expanded or included with image development.

Commissioner Swig suggested adding "and user linkages" after "cooperative agreements" to the networking section. Then the last sentence wouldn't be needed. Mr. Dowlin said that goal had been moved up to a role. This will be dealt with when we move into objectives.

STAFF DEVELOPMENT - Commissioner Swig suggested the use of academic institutions for continued learning by the staff. Is this an objective or goal for us? Do we want to have internal training or should we use existing academic institutions in the area that have those training programs. Commissioner Callanan felt that would be a good goal for staff development and that the text of Goal 11 as worded was a negative statement. Commissioners Swig and Callanan did not like the word "adequate".

PLANNING AND EVALUATION - Commissioner Swig suggested adding the word "accomplishments" after "the future" and, once again, not using the word "adequate". Some of her suggestions were exemplary, notable, optimum, etc. She questioned the last sentence of the text and Mr. Dowlin said it related to better efforts of codification. She also questioned the statement, "it is essential that an agreement be reached on the future direction of the SFPL". By whom and what direction? Mr. Dowlin said it referred to the strategic plan and agreement between the commission, staff and public. President Coulter stated that Commissioner Carlson suggested that Goal 12 should be basically that we will have a strategic plan and that Goal 13 should be to develop and manage an ongoing formal process for evaluation to measure the success.

RESOURCE DEVELOPMENT - Commissioner Carlson had suggested private resource development. President Coulter also suggested resource development looking at government, how to raise money for operating budgets and grants. Mr. Dowlin felt we could just delete "non-publicly". Commissioner Swig felt we should hire a very experienced development team for fundraising for SFPL and tie in the other support groups, Foundation, Friends, so we are cohesive. President Coulter suggested a goal of coordinating fundraising efforts under a single umbrella. This could be part of the finance committee and could become finance and development. Part of their role could be to look at how we could bring in other resources. One goal would maximize the development of funding resources and the next goal would coordinate all the various groups, ie. lobbying efforts, government grant money, private donations and collection development fundraising; then the process to pull all of them together and make sure it happens. Commmissioner Swig felt that if the commission were expanded, new membership could consist of representation from the support groups. Commissioner Normandy felt that the goal could read, "Coordinate the development of funding resources" because when you say development you assume maximization. The main effort is the coordination as the goal. Mr. Dowlin was left with the decision.

President Coulter wants the Strategic Plan to be an active document, laying out specific activities that we're going to do under each section. We're not ready to go public with it, and before that time we'll want to look at it as a total package. Excellent work has been done.

Mrs. Marjorie Stern stated that it was impossible to hear and suggested that microphones be used in the future when conducting these meetings.

It was agreed that the next Strategic Plan session will be held before the regular commission meeting on September 5, at 3:00 p.m. Meeting adjourned at 5:00 p.m.

City and County of San Francisco
Public Library Commission

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WARD F. CALLANAN, JR.
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ELYN C. SWIG
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NNETH E. DOWLIN
y Librarian

HARD P. WALSH
nmission Secretary

Minutes

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
SEPTEMBER 5, 1989

The regular meeting of the San Francisco Public Library Commission was held on Tuesday, September 5, 1989 in the Commission Room of the Main Library.

I. Call to Order

President Coulter called the meeting to order at 4:40 p.m.

II. Roll Call

On roll call, the following commissioners were noted present: President Coulter, Commissioners Callanan, Carlson, Chin, Kalil and Swig. Excused: Commissioner Normandy.

III. Approval of Minutes - Amended

It was moved by Commissioner Callanan and unanimously approved that the minutes of the July 11, 1989 Commission Meeting be approved with the following change:

Page 10, Paragraph 8 should read:

Glenda Goldwater, Literature Department Librarian, stated that whether or not a person has a lunch break is determined by the rules and regulations of the City; it is not a decision of the Chief of Branches.

It was moved by Commissioner Callanan and unanimously approved that the minutes of the special commission meeting on August 1, 1989 be approved with the following correction:

Excused: Commissioner Carlson.

IV. President's Report

President Coulter commended Sally Brunn, Keep Libraries Alive, for her involvement with the library over the last 17 years. She has been the key element for successful read-ins, and for lobbying the Board of Supervisors and State officials for budget increases.

IV. President's Report, Continued

Commissioner Callanan moved adoption of Resolution 1507

Resolved: That the San Francisco Public Library Commission does hereby publicly and proudly applaud and commend Sally Brunn for her conspicuous achievements on behalf of libraries; and be it

FURTHER RESOLVED: That the San Francisco Public Library Commission hereby declares today, September 5, 1989, Sally Brunn Appreciation Day.

Resolution 1507 was unanimously approved. (full text attached)

Sally Brunn thanked everyone who helped in the efforts to save Marshall Square for the new Main Library as well as those who helped this year in lobbying the Supervisors for augmentation to the book budget.

V. City Librarian's Report: Mr. Kenneth E. Dowlin

International Federation of Library Associations: Mr. Dowlin attended the International Federation of Library Associations in Paris two weeks ago. The Associates may be invited to San Francisco in 1996. There are currently four other major library building programs occurring: Los Angeles, Chicago, Paris and the Hague.

Last week Mr. Dowlin was in Bordeaux for a building conference to discuss specific building programs. Cost effectiveness and optimum space utilization were of prime interest to the attendees.

Supplementals: Karen Cox, Assistant City Librarian, reported that the Mayor has not yet approved the $11 million bond supplemental and the municipal reference service supplemental.

President Coulter asked if there was anything the Commission should do to move the supplemental through City Hall. Ms. Cox stated that there should be little opposition to the supplementals and felt that they would be approved very soon.

Portola Branch Fire: Richard Walsh, Commission Secretary, reported that the August 8 fire at Portala Branch resulted in considerable damage to the library. The ceiling and rear walls of the building were heavily damaged and all books and equipment were covered with a layer of soot. The official cause of the fire is listed as "undetermined" by the fire department. The lessor's insurance will cover the cost of repair to the building including new lighting, plumbing and refinishing bookcases.

Estimate from the Chief of Branches indicates 10-15% of the books and magazines were so heavily damaged that they cannot be cleaned.

V. **City Librarian's Report, Continued**

Commissioner Carlson asked what is the length of the lease period. Mr. Walsh responded that all library leases are for one year.

Commissioner Carlson questioned the cost to the library for cleaning the books and for replacement of damaged furniture. Mr. Walsh responded that the staff costs involved with cleaning the books has not yet been determined. Replacement of tables, chairs, etc., will be made from existing surplus furniture.

New Main/Branch Renovations: Kathy Page, Chief of Facilities Development, reported that about half of her time has been spent on the branch renovation project. Currently a variety of renovation plans have been prepared for up to ten of the branches. Background information for each branch will be submitted to the joint meeting of the Facilities and Finance/Budget Committee later this month.

ESA, Environmental Science Associates, has been selected as the EIR consultant. The Human Rights Commission has ratified this selection. Completion of the EIR is not essential to beginning the design phase for the new main.

The architect's contract for the new Main is currently being prepared and should be finalized by October 1.

President Coulter asked if negotiations have begun on the architect's contract. Mr. Dowlin stated that there is a budgeted amount for architectural services and there are no provisions for exceeding that amount. Mr. Dowlin will review the contract before final approval.

President Coulter said the Commission is very interested in reviewing what a branch library should be (usage, neighborhood composition, projected population, physical layout, etc). Mr. Dowlin said that there are no existing national standards for branches. Mr. Coulter suggested that perhaps SFPL could pioneer establishment of standards.

Program Consultant: Mr. Dowlin reported that the contract for the program consultant is still with DPW. He said that Kathy Page has been working on a tracking system for all bond funds which will help to insure that all deadlines are met in the future.

VI. **Committee Reports**

Strategic Planning Committee: Chair, President Coulter

The Library Commission will continue to discuss the strategic plan at its next regular meeting at 4:00 p.m.

VI. Committee Reports, Continued

Operations/Automation Committee: Chair, Commissioner Chin

Commissioner Chin asked Commissioner Swig to share her views on benefits derived from expanding the commission to more than seven members. Commissioner Swig stated that the strategic plan, in its current form, calls for seven committees which will expand the role of the Commission and increase the time each commissioner must devote to library affairs. She also felt that there is a need for individuals on the Commission who can serve as active fund raisers. She suggested a member of the Friends and a member of The Foundation be added to the commission as perhaps ex-officio members but with a vote.

Commissioner Chin reported that the Commission was reduced from 11 to 7 members in 1961. At their meeting, the Operations/ Automation Committee felt that some committees could be combined or restructured to encompass a broader area of concern.

President Coulter stated that it is his intention to bring more individuals into the process by expanding existing committees.

Commissioner Kalil suggested that the Commission remain at seven members but be open to the idea of expanding the membership if the need for greater participation arises in the future.

Commissioner Swig said that expanding the Commission now would be part of long range planning and help the Commission prepare for the future.

There was no further discussion.

Personnel Committee: Chair, Commissioner Callanan

On recommendation of the Personnel Committee, Commissioner Callanan moved adoption of Resolution 1504.

RESOLVED: Approval of non-Civil Service temporary and recertification of temporary appointments made during the month of August, 1989. Also resignations of non-Civil Service temporary and part-time positions made during the month of August, 1989.

Resolution 1504 was unanimously approved. (full text attached)

VI. **Committee Reports, Continued**

Personnel Committee

On recommendation of the Personnel Committee, Commissioner Callanan moved adoption of Resolution 1505.

RESOLVED: That the San Francisco Public Library Commission does hereby commend Margaret Ysturiz on the occasion of her retirement for her distinguished services to San Francisco and to the users of its libraries; and be it

FURTHER RESOLVED: That the Commission, on behalf of the citizens of San Francisco and the library staff, extend sincerest appreciation for her devotion to library services and wish her a long, healthy and happy retirement.

Resolution 1505 was unanimously approved. (full text attached)

Finance/Budget Committee: Chair, Commissioner Carlson

On recommendation of the Finance/Budget Committee, Commissioner Carlson moved adoption of Resolution 1506.

RESOLVED: That the City Librarian is authorized to accept and expend an amount not to exceed $2,975 of Library Services and Construction Act funds for the purchase and installation of a telefacsimile machine at the Chinatown Branch.

Commissioner Carlson explained that this grant will be used for the purchase of a telefacsimile machine for Chinatown Branch and phone line costs for one year.

Resolution 1506 was unanimously approved. (full text attached)

Public Relations Committee: Chair, Commissioner Normandy

President Coulter urged the Public Relations Committee to meet soon to discuss the development of a comprehensive public relations plan. He offered to attend the committee meetings to help start the process.

VI. **Unfinished Business**

None.

VII. New Business

1. Commissioner Swig asked that the chairpersons of the Commission, Friends and Foundation meet to discuss the possibility of a retreat for the purpose of galvanizing support groups. She also requested that the Friends and Foundation be included on the agenda for regular commission meetings.

President Coulter stated that he is concerned with communication among the three groups. Overall coordination and strategies for fund raising must be reviewed and appropriate policy adopted.

Jane Winslow, Director of the Friends, stated that excellent communication currently exists among the City Librarian and directors of Friends and Foundation. She felt that regular monthly reports to the Commission by these groups will be beneficial.

Commissioner Kalil volunteered to work on a planning committee with Friends, Foundation and the City Librarian to establish guidelines for fundraising and a possible retreat.

2. Commissioner Chin asked if the library could participate in the celebration of the 20th anniversary of the San Francisco - Taipei sister city relationship February 4-11, 1990. Mr. Dowlin stated that he would be interested in planning library involvement with Commissioner Chin.

VIII. Announcements and Other Concerns

James Chaffee said that he recently has had a feeling of deja vu when recalling the years he has attended Library Commission meetings. He recounted a lawsuit he filed against the Commission in 1977 alleging violation of the Brown Act.

President Coulter thanked him for his remarks.

IX. Public Comment

None.

X. Adjournment

There being no further business, the meeting was adjourned at 6:15 p.m. The next regular meeting of the Library Commission will be held on Tuesday, October 3, 1989 at 4:30 p.m. in the Commission Room of the Main Library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION 1504

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF AUGUST, 1989. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF AUGUST, 1989.

RESOLVED, That the following Non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of August, 1989, be approved:

3602 Library Page, Part-time

Tran, Myphoung
Hernandez, Jeanette
O'Conchuir, Ruairi
Aguirre, Rosemarie
Maeda, Eugene
Goza, Dennis
Fernandez, Vincent
Wakugami, Osamu
Lung, Laura
Lam, Kenny
Lew, Steven

3602 Library Page, Full-Time

D'Andrade, David
Rios, Martha

3630 Librarian I, Part-time

Mercier, Bertha

AND FURTHER, That the following resignations of Non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part-time

Marley, Aaron
Sierecki, Steven
Cheung, Bobby
Purcell, David
Wheatley, Kelly
Ullman, Scott
Tschudy, Hiromi
Wilkins, Gary

RESOLUTION 1505

WHEREAS, Margaret Ysturiz has served the people of San Francisco with honor and devotion for more than thirty-five years; and

WHEREAS, Margaret Ysturiz has demonstrated a high order of professionalism throughout her career in assignments at Anza, Richmond, Ingleside, Merced, Marina, West Portal and Glen Park; and

Resolution 1505, Continued

WHEREAS, Margaret Ysturiz served with joy, loyalty and distinction as a puppeteer in the San Francisco Public Library's Trip Trappe Troupe, performing for fifteen years at the Main, all the branches, and many affairs and agencies throughout the city; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission does hereby commend Margaret Ysturiz on the occasion of her retirement for her distinguished services to San Francisco and to the users of its libraries; and be it

FURTHER RESOLVED, That the Commission, on behalf of the citizens of San Francisco and the library staff, extend sincerest appreciation for her devotion to library services and wish her a long, healthy and happy retirement.

RESOLUTION 1506

AUTHORIZING THE CITY LIBRARIAN TO ACCEPT AND EXPEND FUNDS NOT TO EXCEED $2,975 AVAILABLE THROUGH THE LIBRARY SERVICES AND CONSTRUCTION ACT FOR THE FISCAL YEAR 1989/90 FOR THE PURPOSE AND INSTALLATION OF A TELEFACSIMILE MACHINE AT THE CHINATOWN BRANCH LIBRARY WHICH WILL BE USED TO SHARE MATERIALS THROUGH TELEFACSIMILE TRANSMISSION WITH OTHER CALIFORNIA LIBRARIES.

WHEREAS, The California State Library has Federal Library Service and Construction Act funds available to provide telefacsimile technology in branch libraries for sharing library resources that might not be available through interlibrary loan and/or for responding quickly to the information needs of the library user; and

WHEREAS, The San Francisco Public Library Chinatown Branch is eligible for these funds which will enhance its ability to share its unique resources with other California libraries; and

WHEREAS, The Chinatown Branch Library, through its ChinaFax Grant, will further enhance the ability of San Francisco Public Library Interlibrary Loan service to expedite requests for the Chinatown Branch Library's unique resources; now, therefore, be it

RESOLVED, That the City Librarian is authorized to accept and expend an amount not to exceed $2,975 of Library Services and Construction Act funds for the purchase and installation of a telefacsimile machine at the Chinatown Branch; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

RESOLUTION 1507

WHEREAS, Sally Brunn has been a tireless worker and an effective champion for libraries for the past seventeen years; and

WHEREAS, She became involved with the library through her interest in improving library service at the Noe Valley Branch; and

WHEREAS, She became involved with the entire library system at the time of the fight to keep the Marshall Square site for the use of the library, and

WHEREAS, Her activities in support of the library have ranged from lobbying legislators, organizing read-ins and taking bus loads of library supporters to Sacramento, and

WHEREAS, Her successes have included the passage of the public Library Foundation Act, the State Library Bond Act and most recently, the augmentation of the library's book budget; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission does hereby publicly and proudly applaud and commend Sally Brunn for her conspicuous achievements on behalf of libraries; and be it

FURTHER RESOLVED, That the San Francisco Public Library Commission hereby declares today, September 5, 1989, Sally Brunn Appreciation Day.

City and County of San Francisco
Public Library Commission

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Minutes

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
OCTOBER 3, 1989

The regular meeting of the San Francisco Public Library Commission was held on Tuesday, October 3, 1989 in the Commission Room of the Main Library.

I. Call to Order

President Coulter called the meeting to order at 4:15 p.m.

II. Roll Call

On roll call the following commissioners were noted present: President Coulter, Commissioners Chin, Kalil, Normandy and Swig. Excused: Commissioner Carlson. Commissioner Callanan arrived at 5:15 p.m.

III. Approval of Minutes

It was moved by Commissioner Chin and unanimously approved that the minutes of the August 1, 1989 Commission Meeting be approved as submitted.

It was moved by Commissioner Kalil and unanimously approved that the September 5, 1989 Commission minutes be approved with the following change:

Page 4, Paragraph 6 should read:

The recommendation of the Commission was to continue with a seven member commission.

IV. President's Report

On-line Capabilities for Commissioners: President Coulter asked Commissioners for their thoughts on utilizing an on-line system for commissioners.

The library currently has PC's and limited electronic mail. An on-line system could streamline the manner in which commissioners receive correspondence from the library and allow for an easier way of communicating among themselves. Gradually the system could become more sophisticated and enable the public access to the system.

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 558-3031

IV. President's Report, Continued

Commissioners agreed that they are interested in the concept of an on-line system.

Committee Structure: President Coulter asked committee chairs to set definite times and dates for standing committee meetings which should help avoid current conflicts in scheduling.

He also suggested that each committee chair should have two interfaces within the library: one would be the Commission Secretary and the other would be a subject matter expert from within the library. Both would work with the committee chair to establish agendas and provide background information on agenda items.

Mr. Dowlin requested that the City Librarian and Secretary be in the loop of communication.

Advisory Groups: Hope Hayes, Chief of Branches, summarized the roles of various advisory groups at the Library.

Council of Neighborhood Libraries' Advisory Group: Maximum membership consists of two citizen representatives from each branch, City Librarian, Coordinators, one member of Librarian's Guild and branch librarians, representatives from community organizations. Started in July, 1988.

Purposes and objectives include:

- Promote and support SFPL branch library services which meet community needs.
- Organize and educate the community of issues affecting branch operations.
- Maintain direct communication with users and broaden patron involvement in expanded services.
- Encourage strong community support for branches and, by extension, the SFPL system.
- Create an active, aware and concerned citizens' group eager to secure services and to defend the concept of the free public library.

This group has assisted in distributing surveys at branches, donated small equipment, and helped in the strategic planning process. Sally Brunn, chair of the group, spearheaded efforts for increasing this year's book budget.

The group has agreed that there should be no formal organizational structure and that each branch librarian should recommend two representatives.

IV. President's Report, Continued

Friends of the Japanese Collection: Western Addition Branch: Five member board which began three years ago as a sub-group of Friends of the Library.

Objectives of the group include:

- Raise supplemental funds for Japanese language and Japanese interest collections.

- Serve as collections' link to the targeted community.

- Promote better understanding of Japan and Japanese Americans.

Partnerships for Change Coalition, Mission Branch: Coalition began in August, 1989. Current membership includes library staff, citizen partners and various Mission community organizations. Formal meeting structure has not yet been established.

Mission of this group is to:

- Provide a community linkage of services that promote a smooth transition into American life for recent immigrants.

Advisory Committee to the Gay/Lesbian Collection, Eureka Valley/Harvey Milk Memorial Library: Committee should consist of at least five, and no more than fifteen, members appointed by Library Commission on the recommendation of the branch librarian. Members to serve for two years.

Purpose of this group is to:

- Provide advice to the library on the development and scope of the gay/lesbian collections and work towards attracting gifts of funding and materials to enhance the collection.

Library for the Blind and Print Handicapped Advisory Group: Group shall consist of no fewer than nine members, of which at least six members must be consumers. Members serve for two years.

Purpose of the group is to:

- Give advice and make recommendations to the library, Library Commission and, when appropriate, to the National Library Service for the Blind and Physically Handicapped of the Library of Congress, on practices, policies and goals of library services to blind and physically handicapped individuals.

- Serve as an advocate for the promotion and development of library services for all blind and print handicapped individuals.

IV. President's Report, Continued
Advisory Groups

Project Read Advisory Committee: The committee currently consists of approximately fifteen members. The committee must consist of no less then twelve and no more than twenty-five members. The committee nominates its own officers, members and nominating committee.

The purpose of this committee is to:

- Assist the program coordinator with advice for programming, assistance in raising funds for the program and to serve as representatives of literacy issues in the community.

Book Buddies Advisory Board: The board includes a representative from each participating hospital, volunteer coordinators, child life specialists and head nurses. Participating hospitals include Childrens, Kaiser, Letterman, Pacific Presbyterian, St. Luke's, SF General and U.C.

The purpose of the group is to:

- Act as advisors for Book Buddies program, administration and operations. Book Buddies volunteers bring stories, poems and library services to children in hospitals.

President Coulter noted that the manner in which appointments are made to these various groups is varied. He expressed concern that perhaps the groups should be under one umbrella to insure some continuity.

Mr. Dowlin felt that the strategic plan could be used as a blueprint for current and future advisory groups.

Anne Kincaid, Coordinator of Adult Services, asked that one of our objectives in the strategic plan include greater recognition to the individuals serving on the advisory groups.

Commissioner Kalil asked Mrs. Hayes to provide commissioners with past minutes of the various advisory groups.

President Coulter asked the Operations/Automation Committee to review the structure and purpose of the advisory groups and recommend short-term strategies and draft policy.

V. City Librarian's Report: Mr. Kenneth E. Dowlin

1. Mr. Dowlin reported that ABC News is using optical disc technology with a hypercard system to produce discs on Martin Luther King, the Holy Land and Election '88. Various film clips and texts have been captured on the discs. ABC may demonstrate this new technology at SFPL later this month. Also, ABC is currently working on an AIDS data base.

V. City Librarian's Report, Continued

While in Washington, D.C., Mr. Dowlin was involved in discussions on Senator Gore's bill for a super-computer network and how public libraries may be involved.

2. Kathy Page, Chief of Facilities Development, reported that the contract for the Building Program Consultant was signed and certified today. The contract calls for work to be completed within 90 days.

The I. M. Pei contract proposal is with the City Architect and negotiations have begun.

The Environmental Impact Report consultant's contract proposal is expected within 2-3 weeks.

The second Bond Supplemental will be heard by the Finance Committee of the Board of Supervisors on October 11.

An expenditure tracking system for the bond funds is in place. The first report will be issued to the Commission's Finance/Budget Committee later this month.

Friends of the Library: Jane Winslow, Director of the Friends, distributed the Friends Long Range Plan to commissioners. Four major goals included in the plan are a) strengthen the organization and effectiveness of the Friends, b) improve the ability of the library to serve the needs of the diverse populations of San Francisco, c) widen financial support for the Friends from all constituencies, and d) enhance the use of the public library system as a center of literacy, education and cultural life of the City.

Friends are seeking ways of outreaching to the neighborhood libraries. The Friends, Foundation and City Librarian are working together on an image package for all groups.

Friends have been helping Office of Children's Services on planning the reception for "The World Belongs to Our Children: Soviet Books for Children" on Tuesday, October 24.

Friends are scheduling school tours of the library. FREE has a new layout and name and carries some interesting new columns.

Commissioner Normandy met with Friends' Public Affairs Committee last week.

VI. Other Reports, Continued
Friends of the Library

Commissioner Swig commented that the current relationship between the Friends and Commission could be viewed as fragmented. She questioned how much direction is provided to the Friends by the Commission in prioritizing funding of projects.

How is policy coordinated with the Commission? What is the best vehicle for communication between the two groups?

President Coulter responded that the Friends long range plan includes thoughts about better linkage with the library, and the development policy currently being discussed will help set the foundations for better communications among all support groups.

(5:15 p.m., Commissioner Callanan arrives.)

Commissioner Swig suggested that a closer partnership be developed with Friends and Foundation, perhaps by having a member of each group serve as an ex-officio member or in an advisory capacity to commission standing committees.

Mr. Dowlin stated that funding projects have been done on a piecemeal basis since there was no strategic plan in place. Once the plan has been completed, it will provide insight to Friends and others on which direction the commission wishes to venture.

Ms. Winslow stated that Mr. Dowlin, as City Librarian, and Steven Coulter, as an individual, sit on the boards of the Foundation and Friends, which facilitates communication among the groups.

Foundation for a New Main Library: Diana Coleman, Director, explained that the Foundation is a 501C.3 organization whose purpose is to raise funds for furnishings and equipment for the new Main. Viewed as a public/private partnership, the Foundation is now establishing the organizational campaign structure. The Foundation is anxious to learn the cost estimate for the furnishings and equipment from the program consultant so the campaign goal can be set.

Ms. Coleman stated that a feasibility study for this fundraising effort was performed by Marts & Lundy in 1988. $20 million total was determined to be achievable with proper leadership and organization.

President Coulter said that one of the issues the Library Commission is looking at is having a single umbrella for the campaign theme to include efforts from all support groups.

VII. Committee Reports

Operations/Automation Committee: Chair, Commissioner Chin

Sunday, December 24; Sunday, December 31 Closure: Commissioner Chin reported that historically library usage on Christmas Eve day and New Year's Eve day is very low. Library staff have requested that the library be closed on these days and the committee concurs with this recommendation.

It was moved by Commissioner Chin and unanimously approved that the library be closed Sunday, December 24, 1989 and Sunday, December 31, 1989 in observance of the Christmas and New Year's holidays.

Park Branch Meeting Room Agreement: Commissioner Chin reported that the committee reviewed an agreement between the Library and the Haight Ashbury Community Coalition made in 1983. Membership in the coalition has changed over the years and neighborhood activities in the branch now consist of an after-school program and a job referral program.

Several problems have recently surfaced regarding use of the building which the committee is continuing to investigate.

The community group has been asked to return the keys to the building to the branch librarian and schedule current activities only when branch staff are on duty.

Further testimony will be accepted by the committee later this month on matters concerning insurance, qualifications of persons supervising the children, and accounting of funding sources and budget.

Personnel Committee: Chair, Commissioner Callanan

On recommendation of the Personnel Committee, Commissioner Callanan moved adoption of Resolution 1508:

RESOLVED: Approval of non-Civil Service temporary and recertification of temporary appointments made during the month of September, 1989. Also resignations of non-Civil Service temporary and part-time positions made during the month of September, 1989.

Resolution 1508 was unanimously approved. (full text attached)

(Commissioner Swig departed 5:40 p.m.)

Joint Finance/Budget and Facilities Committee: Chair, Commissioner Carlson

Russ Abel, DPW Project Manager, reported that the committee reviewed plans and schematic designs for renovation/remodeling of ten branch

VII. Committee Reports, Continued
JoinT Finance/Budget and Facilities Committee

libraries. Mandated work at these branches totals between $6 million and $6.7 million.

President Coulter asked that someone follow through asking the City Attorney to look at the Prop A ballot argument to determine if the branches currently slated for renovation are in agreement with those mentioned in the ballot.

(Commissioner Normandy departed 5:50 p.m.)

President Coulter asked how accurate the rankings are for seismic strengthening of all city-owned branches. Mr. Able responded that not all branches have had a thorough engineering study and that progress in this area may be better determined after next weeks' meeting with the CAO and individual library commissioners. President Coulter expressed concern that it is extremely difficult to determine which branches should be renovated first unless seismic studies are performed on all branches.

(Commissioner Kalil departed 6:00 p.m.) President Coulter noted that the Commission no longer had a quorum and that discussion would continue for informational purposes.

Public Relations Committee: Chair, Commissioner Normandy

President Coulter reported that he attended the last Public Relations Committee Meeting where Commissioner Carlson agreed to draft a statement for the strategic plan which would address the public relations section of the plan.

The Friends presented various PR activities to the committee.

Commissioner Normandy may report more details at next month's Commission Meeting.

VIII. Unfinished Business

Strategic Plan: Mr. Dowlin reported that he and President Coulter have reworked the mission statement, roles and goals of the plan. Mr. Dowlin asked Commissioners to send in comments for additional objectives and comments by October 27.

The following is the text of the draft of the Mission, Goals and Objectives of the Strategic Plan as submitted by City Librarian Kenneth Dowlin.

MISSION STATEMENT AND ROLES

The Mission of the San Francisco Public Library is to be the public's focal institution for access to information, knowledge and reading.

ROLES

In order to accomplish this mission, the Library must be:

A KNOWLEDGE CENTER: A public archive with the staff and resources necessary to gather, preserve, organize, and disseminate recorded knowledge to meet community needs; a center for all graphic records with an appreciation for the unique role of the book in our multicultural society.

A COMMUNITY INFORMATION SYSTEM: A resource for collecting, creating and distributing information for San Francisco and its diverse communities.

A NETWORK: A single point of electronic access to all of the resources of SFPL and a gateway to other information services; a friendly and efficient distribution system available from home, library, school, or office.

AN ADVOCATE FOR INTELLECTUAL FREEDOM: An institution that promotes and defends the individual's right to information; the right to read, view and hear; the right to literacy.

FACILITY ROLES

San Francisco Public Library will have three major types of facilities:

THE MAIN LIBRARY: The Main Library should house all of the research collections (including archives), the city-wide reference **and circulating** collections, a branch for the neighborhood, and the **center** of the network and communications program. It will also house the technical service and administration components.

THE BRANCHES: The branches should serve as neighborhood libraries with emphasis placed on serving the recreational reading needs of the neighborhood, the learning needs of students K - 12, the introduction of children to reading and the Library, a place for neighborhood activities, and as a connection to the information resources of the entire system. The Resource Branches will have additional resources to meet additional academic support requirements, will offer programs targeted at special populations such as, ethnic groups, senior citizens and young adults, and will be the administrative center for the branches in the region.

THE NETWORK: The network should serve as a system for linking the individual user from home, business, or institution with the totality of the information and knowledge resources of the Library, the information resources within the City, the resources of other appropriate libraries and information providers, and to foster the sense of community within San Francisco.

STRATEGIC GOALS

Accomplishments of the mission and roles require commitment by the Library administration and staff, Library Commission, city officials and the public. In return, San Francisco citizens can look forward to the availability of world class library service. Specific strategic goals for the Library include:

A. Development of the facilities, collections, networks, resources, support groups and staff to meet the information needs of the community, either directly or through participation in appropriate networks.

B. Increased use of the Library's facilities and collections by direct visits and through convenient and easy-to-use electronic access from home, offices, schools and neighborhood branch libraries, and increased use by non-traditional library users.

C. Community pride in the Library as a valuable cultural, educational, intellectual and economic resource for the city and for northern California.

D. Significant expansion of selected collections to research levels, as well as the development of staff to manage and preserve those collections; and support groups to attract important donations.

E. The democratic use of technology to make sure that all San Franciscans have access to all types of information, giving all citizens equal access to the information age.

F. The completion of a new Main Library that is both historic and futuristic, a beautiful and popular meeting place, and a resource and realization of our Civic Center Master Plan.

G. Renovation of the branch library system, with collections, and services targeted to meet individual neighborhood needs.

H. Recognition of the Library as an innovative institution, with a strong base of citizen support.

I. A focal point for the Bay Area literary community.

J. A leader in the fight for intellectual freedom.

STRATEGIES, GOALS AND OBJECTIVES

In order to organize the types of actions that must take place to achieve the strategic goals, **seven** separate strategies have been identified, including:

A. Facility Development
B. Service Development
C. Collection Access and Development
D. Technology Development
E. Communications and Image Development
F. Staff Development
G. Planning Evaluation and Resource Development

Each strategy indicates a broad course of direction, under which specific goals and objectives are identified. Ideally, all of these goals will be accomplished by 1995 when it is anticipated that the new Main Library will be ready for occupancy. It is planned that short-term objectives will be accomplished in the next one to two years. Long-term objectives will be accomplished thereafter.

Individual goals and objectives are frequently related to more than one strategy. For the purpose of organizing this plan, they are included within the strategy upon which they have the most effect.

A. Facility Development

GOAL 1: MAXIMIZE THE USE OF SPACE IN THE EXISTING MAIN LIBRARY

Long term objectives: To provide space for initiation of new programs for new main library where start-up activities will encourage increased support for the programs or development is needed. Potential programs are stated under other goal statements.

Short-term objectives:

1a: Review previous assessments of space utilization in the Main Library. 90 DAYS

1b: Assess 45 Hyde for additional space for administration. 90 DAYS

1c: Consolidate reception functions for administration. 1ST QUARTER 90/91

GOAL 2: PLAN, CONSTRUCT, AND OPEN THE NEW MAIN LIBRARY

GOAL 2, Continued
Long-term objectives:

2a: Approval of an architectural design for the building, by the Library, the Art Commission and the Chief Administrative Officer.

2b: Plan and conduct the move into the new building.

2c: Officially open new Main Library.

Short-term objectives:

2a: Select and hire architect in cooperation with the Chief Administrative Officer.

2b: Select and hire Project Manager and Secretary.

2c: Select and hire Building Program Consultant and develop process for public and staff involvement in the building design.

2d: Complete New Main Building Program document.

2e: Develop Project Schedule.

2f: Assess need for private funds and develop a plan for their use.

2g: Consider inclusion of direct linkage between new Main Library and MUNI/BART station.

2h: Consider Civic Center Garage expansion.

2i: Select and hire EIR Consultant, in cooperation with Bureau of Architecture and Department of City Planning.

2j: Complete the visionary design sketches.

2k: Receive approval for visionary design sketches.

2l: Complete the preliminary drawings.

2m: Receive approval for preliminary drawings.

2n: Complete the specifications and working drawings.

2o: Receive approval for specifications and working drawings.

GOAL 3: CONDUCT FACILITY IMPROVEMENTS TO THE BRANCH LIBRARIES ON A SYSTEMWIDE BASIS AFTER CAREFULLY EXAMINING THE ENTIRE BRANCH SYSTEM

GOAL 3, Continued
Long-term objectives:

3a: The renovation of all branch libraries that require seismic upgrade.

3b: The completion of all needed branch library electrical system upgrades.

3c: Renovations to make all Resource Branch Libraries handicapped accessible.

3d: Expansion, remodeling, or consolidation of facilities to meet the needs identified in the branch library planning process.

Short-term objectives:

3a: Assign a Project Manager to the branch library renovation program.

3b: Develop a consensus on the ideal location and size of branch libraries.

3c: Review current branch library service levels and make any needed recommendations.

3d: Conduct a branch library needs assessment.

3e: Conduct public hearing on branch library needs.

3f: Develop a plan for branch library renovations.

3g: Implement branch renovation program.

GOAL 4: PLAN, DESIGN AND BUILD A NETWORK WITH BROAD BAND, VOICE, DIGITAL CAPABILITIES CONNECTING ALL LIBRARY FACILITIES, WITH ACCESS FROM USER SITES, AND SERVING AS A GATEWAY INTO OTHER INFORMATION KNOWLEDGE NETWORKS.

4a: Complete the Network Plan for 1995.

4b: Complete the 1989-92 EIPSC plan for library automation.

4c: Adopt Program for Network Implementation for 1989/1990.

4c.1: Explore the creation of an ISDN network that connects all branches.

4c.2: Expand dial-up access to the library's Electronic Mail System to all library staff (requires PC's in all branches and departments).

GOAL 4, Continued

4d: Implement an integrated state-of-art telephone system with a central reception and switching function.

4e: Create linkages from the library's network to other library and information networks or systems.

B. Service Development

GOAL 5: DEVELOPMENT OF A WIDE RANGE OF SERVICE DELIVERY PROGRAMS THAT WILL MEET THE NEEDS OF SAN FRANCISCO'S ECONOMICALLY AND CULTURALLY DIVERSE AND MULTI-LINGUAL POPULATION.

5a: Provide municipal reference services for the citizens of San Francisco.

5b: Develop a citywide Advisory Committee to make recommendations on the role(s) of the City Archives.

5c: Develop the City Archives Program.

5d: Develop a model process for determining how branch libraries can best serve community needs.

5e: Implement a planned service program for each branch library.

5f: Develop a special committee to make recommendations on the provision of services to the business community.

5g: Develop a new Business Department.

5h: Expand the Main Library's Information Services Department into a system-wide function to reach segments of the population that are not traditional library users.

5i: Expand the Library's literacy program, Project Read, and incorporate its administration into the Main Library as a Department.

5j: Expand the San Francisco Connection to serve the public.

5k: Expand the program for the provision of better library services to the children in the Southeast sector of the City.

5l: Develop a Youth-At-Risk Program to attract 12-to-17 year olds to library services and programs.

5m: Develop a long term program for providing information services to the homeless.

GOAL 5, Continued

5m.1: Publish a directory of immediate services in S. F. for wide distribution.

5n: Develop a program for providing vernacular language materials in branches, the Main Library, and through Information Services.

5o: Develop a program to coordinate and advocate information and knowledge access for Senior Citizens.

C. Collection Access and Development

GOAL 6: CREATE A COLLECTION OF MATERIALS TO MEET THE LIBRARY'S MISSION

Objectives include:

6a: Adopt a comprehensive plan to create the collection development program.

6b: Complete an inventory of the Library's materials.

6c: Remove out-dated or inappropriate materials.

6d: Reorganize the Main Library's collection.

6e: Identify Library "treasures" in preparation for their reorganization into a Center for the Book.

6f: Improve methods for selection, cataloging, and preserving the collection.

6g: Create a staff Collection Development Committee.

6h: Define special collections in order to create special support groups such as:

Archives
Wit and Humor
Calligraphy
San Francisco History
Chinese Culture
Literature
History of Books and Printing

6i: Develop and fund a budget to build the collection to three million books.

GOAL 7: INCREASE PUBLIC ACCESSIBILITY TO THE LIBRARY'S COLLECTIONS, OTHER CITY INSTITUTIONS, AND OTHER LIBRARIES' RESOURCES THROUGH BIBLIOGRAPHIC CONTROL, INDEXING, AND NETWORKING.

Objectives include:

7a: Implement systemwide circulation and reservation of books.

7b: Develop a plan for making branch library special collections more accessible on a systemwide basis.

7c: Incorporate an adequate collection of foreign language reference materials in the Main Library.

7d: Adopt a comprehensive and integrated cataloging and classification code.

7e: Include records for all items in the collection into a public access catalog.

7f: Implement an interim online shelf list system for experimentation, reprocessing, and training.

7g: Implement an interim serials control system.

7h: Implement an interim materials acquisitions system.

7i: Upgrade circulation system to be an integral part of the network, accessible to all Library staff with some public access terminals with 99.9% reliability.

7j: Implement an interim public access catalog.

7k: Develop cooperative systems for information access with outside agencies and libraries by:

* Creating a network of major California public libraries;
* Creating a network of major public libraries in the United States;
* Creating linkages to libraries in Europe and the Pacific Basin.

7l: Build coalitions among local agencies interested in information sharing.

7m: Promote and participate in meetings and forums that will lead to regional, state, national, and international cooperation.

GOAL 7, Continued

7n: Create the infrastructure to provide online access to catalogs of other city cultural and information institutions such as:

Museum of Fine Art
Museum of Modern Art
Asian Art Museum
San Francisco Ballet
San Francisco Symphony
San Francisco Opera

D. Technology Development

GOAL 8: THE ACQUISITION AND/OR DEVELOPMENT OF A COMPREHENSIVE INTEGRATED LIBRARY MANAGEMENT AND OPERATIONS SYSTEM

Objectives include:

8a: Select and hire computer specialist.

8b: Review needs.

8c: Develop technology plan and seek EIPSC approval.

8d: Implement Apple Grant.

8e: Implement CD-ROM Technology.

8f: Acquire and implement new telephone system.

8g: Create an Electronic Stacks to integrate electronic information resources into the library.

8h: Development of Electronic Information Services including:

* Support for the AIDSCOM conference in June 1990
* Initiate the ABC NEWS optical disk system
* Online Community Resource Files via Dialup access

8i: Implement an information technology display and training center in the main library.

8j: Explore imaginative electronic links with other libraries (e.g., an image link with NYPL).

8k: Develop community access to online community resource files, electronic mail, and bulletin board.

GOAL 8, Continued

81: Establish public/private partnerships to develop leading edge technology in areas such as:

* electronic user stations
* electronic access from the home and business
* electronic staff workstations
* multi-lingual capacity

8m: Create a children's resource center for electronic information, knowledge, and learning.

GOAL 9: INCORPORATE APPROPRIATE TECHNOLOGY FOR ENSURING THAT PERSONS WITH SPECIAL NEEDS RECEIVE AS HIGH A LEVEL OF SERVICE AS POSSIBLE

9a: Plan, design, and create of an information center for the visually impaired in the new main library, to include:

* a sensory directional system that provides audio and tactile clues for directory assistance;
* a transformation center that allows the conversion of printed text into audio and braille formats;
* an audio output system for the electronic network;
* public access terminals in facilities that are used by handicapped individuals;

E. Image Development

GOAL 10: TO CREATE A POSITIVE, UNIQUE IDENTITY FOR COMMUNICATIONS ABOUT THE LIBRARY

Objectives include:

10a: Solicit and hire an advertising agency or individual to develop a set of graphic image products.

10b: Develop an integrated package of Library promotional materials.

GOAL 11: CREATE A BROAD RANGING COMMUNICATIONS PROGRAM FOR THE LIBRARY THAT WILL REACH THE CITY'S MULTI-CULTURAL AND ECONOMICALLY DIVERSE POPULATIONS

Long-term objectives:

11a: Create a Public Relations Office.

11b: Develop a PR campaign in conjunction with the opening of the new Main Library.

GOAL B, Continued

Short-term objectives:

11a: Establish a community relations program that consolidates all printing, graphics, and other promotional activity; obtain clerical support staff; develop an annual program for promotional activities.

11b: Expand the Neighborhood Council to provide effective communications to the neighborhoods and create constituent support for the Library.

11c: Work with the Friends of the San Francisco Public Library to implement a program that encourages literary events at the Library.

11d: Host a Book Festival in 1990.

11e: Participate in the Moscone Center Addition celebration in 1990.

F. Staff Development

GOAL 12: ACQUIRE ADEQUATE STAFF, BOTH IN TERMS OF NUMBERS AND TRAINING, TO PROVIDE QUALITY LIBRARY SERVICES

Long-term objectives:

12a: Add new staff to allow the accomplishment of the Strategic Plan Goals.

Short term objectives:

12a: Staff training and development needs.

12b: Assign staff development duties to an appropriate member of the staff.

12c: Create a permanent Staff Development position and develop a permanent on-going staff development program that will provide essential job training and development of skills necessary for career advancement.

12d: Reorganize existing staff and/or services to provide the most effective use of their talents.

12e: Develop a pool of librarians available to substitute in libraries as needed.

12f: Develop a staff newsletter.

GOAL 12, Continued

12g: Encourage the sharing of information from outside staff development activities

12h: Implement a volunteer coordination program with specific goals for citizen involvement and expansion of services.

12i: Develop a budget for continuing education and external training activities.

G. Planning and Evaluation

GOAL 13: IMPROVE THE LIBRARY'S EFFICIENCY IN PROVIDING SERVICE TO THE PUBLIC AND INCREASE ITS RESPONSIVENESS TO PUBLIC NEEDS

Long-term objectives:

13a: Implement a continuous strategic planning process.

Short-term objectives:

13a: Conduct public hearings on recommended strategic plan; modify and adopt the plan.

13b: Develop a process for the on-going review and evaluation of Library roles and goals.

13c: Assign the responsibility of planning and evaluation to an appropriate staff person.

13d: Review and implement state-of-the-art measurement techniques for use in program evaluation.

13e: Complete implementation of program budgeting.

13f: Review and update Library policies and procedures, update when necessary, and publish a manual

H. Resource Development

GOAL 14: MAXIMIZE THE DEVELOPMENT OF NON-PUBLICLY FUNDED RESOURCES

Long-term objectives:

14a: Raise the private funds necessary for the provision of furniture and movable equipment for the new Main Library.

14b: Create an endowment for the Library.

GOAL 14, Continued
Short-term objectives:

14a: Coordinate all development activities.

14b: Develop a student internship program.

14c: Assess the possibility of expanding the use of volunteers.

President Coulter congratulated Mr. Dowlin on his efforts of pulling the plan together. He also stated it would be useful to pull together the vision statement over the next month.

Mr. Dowlin extended an invitation to the public to send in their ideas for the objectives section.

President Coulter said he is still not satisfied with the mission statement and thought it might require more work.

Commissioners were asked to send their comments on the mission, goals and objectives to Mr. Dowlin by October 27, which will allow a redraft to be prepared by next month's commission meeting.

President Coulter asked Mr. Walsh to work with members of the Commission to expedite submission of their comments to Mr. Dowlin in a timely manner.

Miss Effie Lee Morris asked when the Commission was planning to have public hearings on the plan. President Coulter responded that all discussions of the plan thus far have been in a public hearing format but that formalized public hearings should be held as soon as possible.

Staff will be asked to comment on the plan before serious efforts are made for outreach to the general public.

IX. New Business

None.

X. Announcements and Other Concerns

James Chaffee said he has a deep concern for the library and asked that he be allowed to present Part 2 of his presentation at the next regular meeting since there was no longer a quorum present at today's meeting. He said that since he had to wait until the end of the agenda today, perhaps next month he would be given a spot at the beginning of the agenda.

XI. Adjournment

There being no further business, the meeting was adjourned at 6:40 p.m. The next regular meeting of the Library Commission will be held on Tuesday, November 7, 1989 at 4:30 p.m. in the Commission Room of the Main Library.

Richard Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION 1508

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1989. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF SEPTEMBER, 1989.

RESOLVED, That the following Non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September, 1989, be approved:

3602, Library Page, Part-time

Barnes, Sherry
Ruidera, Joel
Kwan, Kristina
McDougal, Heather
Sin-Kun, Lucia
Rixford, Craig

3630 Librarian, I Full-Time

Kashigawi, Sadako
Gibbs, Jason

3610 Library Assistant, Full-Time

Jitodai, Sonoe

AND FURTHER, That the following resignations of Non-Civil Service, temporary and part-time positions, be accepted:

3602 Library Page, Part-Time

Geller, Keith
Cornejo, Abel
King, Holly
Stoddard, Martha
Phillips, Sandra
Quan, Robin
Owens, Cynthia
Ng, Johnny
McConico, Ronald

City and County of San Francisco
Public Library Commission
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KALIL
Vice President
ARD F. CALLANAN, JR.
Vice President
E A. CARLSON
NIE K. CHIN
DENNIS NORMANDY
ELYN C. SWIG
missioners
NETH E. DOWLIN
Librarian
IARD P. WALSH
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
NOVEMBER 7, 1989

The regular meeting of the San Francisco Public Library Commission was held Tuesday, November 7, 1989 in the Commission Room, Fire Department Headquarters, 260 Golden Gate Avenue.

I. Call to Order

Vice President Kalil called the meeting to order at 4:30 p.m.

II. Roll Call

On roll call the following commissioners were noted present: Commissioners Callanan, Carlson, Chin, and Kalil and Normandy. Commissioners Coulter and Swig were excused.

III. President's Report

No report.

IV. City Librarian's Report

Earthquake Recovery: Mr. Dowlin reported that earthquake recovery efforts are continuing throughout the library system. Partial emergency and safety repairs have been completed in the main library, except in the main stacks, and the building was cleared for staff occupancy last Friday. He explained that the main stacks can be temporarily attached to the walls in the north wing while the books are on the shelves, but that realignment and permanent fastening of the stacks cannot be accomplished until the 900,000 plus books are removed. These books must be inventoried and assessed for damage in order to apply for reimbursement from FEMA.

Hope Hayes, Chief of Branches, reported that 21 branches are operating at regular schedules. Mission Branch will reopen next week when cleanup work is completed. Branches which continue to be closed pending review and clearance by structural engineers are Ingleside, Park, Presidio and Portola. (Portola closed due to August fire.) Branches which are open have experienced a large increase in reference questions while the main library has been closed.

Karen Cox, Assistant City Librarian, reported that main library department heads have discussed a plan of action in order to reopen the main under the best possible service level. The plan calls for creating a Circulating Library in the current Literature Department. This department

would house materials which have circulated from the main in the last two years. All other subject departments would be reference only and a business department would be created in space currently occupied by administrative offices on the third floor. Lesser used circulating books would be moved to offsite storage and could be retrieved in 48 hours. Non-public service departments and offices could be moved to the second floor of 45 Hyde Street when the Bureau of Engineering of the Department of Public Works vacates the space next May.

Phase I of this reorganization should take 2-3 months. Additional shelving must be built or purchased to create the circulating department. A complete inventory of the entire collection must be performed.

Mr. Dowlin reported that staff has not yet been successful in locating offsite storage space. FEMA may fund part or all of the costs for relocating the materials and housing them for a couple of years.

Commissioner Callanan asked if the costs of removal and storage of the 900,000 plus books from the main stacks will be reimbursed by FEMA. Mr. Dowlin responded that FEMA has been asked to cover these costs but how much funding will be available is extremely questionable.

Mr. Dowlin explained that the books in the damaged stacks could be inventoried and that the most used reference materials could be incorporated into other areas of a reorganized main library.

Commissioner Carlson asked if the Asian Art Museum was willing to fund replacement of the main stacks with permanent floors since plans call for this work when the Asian Art Museum takes occupancy in 1995. Mr. Dowlin indicated this idea has been discussed but there has been no commitment by the museum.

Mr. Dowlin explained that Park and Presidio branches were seismically rated as very poor before the October 17 earthquake. Although neither branch sustained considerable damage during the recent tremor, he stated that both branches should be placed in highest priority for renovations utilizing Proposition A funds. Parkside Branch may be used as an interim home for Library for the Blind while Presidio Branch is being remodeled and seismically strengthened. Other options for continuing Library for the Blind could be relocation to Golden Gate Valley Branch, although there is no access to the handicapped, or that rental quarters for the service be obtained.

Muriel Casell, patron of Library for the Blind, encouraged Commissioners to find temporary quarters for this service.

Hope Hayes will meet with the Advisory Group for Library for the Blind to discuss relocation options on Thursday, November 9.

Commissioner Carlson asked that creative ways be considered to reopen the main childrens room as quickly as possible even though the rest of the main library may need to remain closed. Mr. Dowlin responded that all alternatives will be investigated. Linda Geistlinger, Main Childrens Room, stated that she is extremely interested in offering services to children and that alternate sites in the Tenderloin may be available.

Mr. Dowlin asked commissioners for direction on the proposed reorganization of the main library and the branch renovation program. Commissioners agreed to hold a joint Finance/Budget and Facilities Committee meeting as soon as possible to continue to review the proposals and a Special Commission Meeting for action before the end of November.

Progress Report on New Main and Branch Renovations: Kathy Page reported that the building program for the new main library should be completed by January 10. Seventeen focus groups met last week to express their ideas for the new building and its services. Additional focus groups will be held with childrens' service providers and with the business community.

The architect's contract for building the new main is still being negotiated.

DPW, Bureau of Architecture, has completed schematic designs for seven of the ten branches on the list for renovation under Proposition A funding.

V. Other Reports

Friends of the Library: Jane Winslow reported that during October the Friends sponsored a two week Russian book exhibit in the South of Market Cultural Center. Pat Holt contributed to excellent press coverage for the exhibit.

VI. Committee Reports

Personnel: It was moved by Commissioner Callanan and unanimously approved that Resolution #1509 be adopted. (Resolution #1509 attached.)

VII. Unfinished Business

Strategic Plan: Mr. Dowlin reminded commissioners that the deadline for submission of additional objectives for inclusion in the Strategic Plan were due on October 27. Commissioners agreed to extend this deadline to November 20 to allow for additional comments.

VIII. New Business

None.

IX. Announcements and Other Concerns: James Chaffee stated that his favorite writer is George Orwell. One of Orwell's first books dealt with social justice and the idea that people who are poor live behind a barrier of contempt.

He relayed an experience he had years ago in the newspaper room in the main library when children using a microfilm machine were considered by the librarian to be playing with the machine rather than using it for serious work.

Mr. Chaffee expressed his concerns over the current conditions in today's society.

X. Adjournment

There being no further business to discuss, the meeting was adjourned at 6:15 p.m. The next regular meeting of the Library Commission will be held on Tuesday, December 5, 1989 at 4:30 p.m. in the Commission Room at Fire Department Headquarters, 260 Golden Gate Avenue.

Richard Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION #1509

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF OCTOBER, 1989. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF OCTOBER, 1989.

RESOLVED, That the following Non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October, 1989 be approved:

3602 Library Page, Part-Time

Zhou, Liming
Sin-Kun, Lucia
Gamino, Margarita
Rixford, Craig

3630 Librarian I, Full-Time

Gibbs, Jason

AND FURTHER, That the following resignations of Non-Civil Service, temporary and part-time positions, be accepted.

3602 Library Page, Part-Time

Wagner, Yanick
Goza, Dennis
Lu, Hong
Thompson, Jerry
O'Conchuir, Ruairi

City and County of San Francisco
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nie K. Chin
Dennis Normandy
elyn C. Swig
missioners
neth E. Dowlin
Librarian
iard P. Walsh
mission Secretary

Minutes

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
SPECIAL MEETING
NOVEMBER 21, 1989

A special meeting of the San Francisco Public Library Commission was held on Tuesday, November 21, at Fire Department Headquarters, 260 Golden Gate Avenue.

The meeting was called to order at 4:30 p.m. On roll call the following Commissioners were noted present: Commissioners Callanan, Chin, Coulter, Kalil, Normandy and Swig. Commissioner Carlson was excused.

EARTHQUAKE RECOVERY

City Librarian, Kenneth Dowlin, reported on the status of earthquake recovery efforts. The search has continued to locate warehouse space to store main library books. Space is also being sought to house the Library for the Blind. Local, State and Federal agencies have been contacted for facilitating these space needs but have offered little help. The Real Estate Department has not been successful in finding reasonably priced warehouse space.

Mr. Dowlin explained that the initial estimate of funding from FEMA is approximately $500,000 but availability and form of payment has not been detailed. Many months will probably pass before SFPL will receive any federal assistance.

E.G. Hirsch, structural engineer, has continued to investigate the stability of the main stacks and has recommended that they be reattached in place to allow for the removal of books from the area. After the books have been removed, the stacks may be realigned and permanently strengthened. A time schedule and cost estimates for completion of this work has not yet been determined by DPW. We are still under the assumption that all materials must be removed from the stacks in order to proceed with the work. Mr. Dowlin stated that if stack repairs are going to take years to complete and if adequate offsite storage is located, it might be advantageous to keep the books in offsite storage until the new main is opened. President Coulter noted that another important issue is consideration of the amount of funding required to repair the stacks knowing that the Asian Art museum plans to remove and replace them with permanent floors.

Mr. Dowlin stated that since the Library for the Blind needs to begin service immediately and since there is no alternate space available outside of the library system, it is the staff recommendation to move Library for the Blind to the meeting room at Park Branch. Other locations have been discussed at previous meetings, but staff feels relocation to Park Branch will displace the fewest number of people.

The San Francisco Conservation Corps has volunteered to help in moving the Library for the Blind from Presidio Branch to Park Branch. The move can begin next week.

This action will enable staff to move lesser used material out of the main library and into Presidio Branch which would become a remote, retrievable storage site.

The Haight Ashbury Community Coalition who previously used Park Branch meeting room for an after-school program should be notified of the change in use of the room.

Work will begin next week to rearrange the main library collection. Considering the work which needs to be accomplished, the main library could reopen on January 13.

Commissioner Callanan asked what service level might be expected when the main library is reopened. Mr. Dowlin responded that patrons could expect full service except for access to materials still in the stacks. Long range strategy includes finding warehouse space for the books on the upper stack levels and relocating non-public service functions in the main to the second floor of 45 Hyde Street when DPW, Bureau of Engineering, vacates the site. More books and materials will be housed in the main as space becomes available.

Commissioner Kalil asked if reorganization of the main could be accomplished while open to the public. Mr. Dowlin explained that all books are being assessed for damage as well as being inventoried. If the public were allowed in the building during this process, it would be very chaotic for staff and would delay the process by several months.

Mr. Dowlin proposed reassigning the staff of Presidio Branch to Golden Gate Branch to expand hours of operation. Some main library staff can be used to expand resource branch service on Tuesday evenings and Sunday afternoons.

Commissioner Kalil expressed concern of only $500,000 from FEMA. She felt that stack repair could be extremely expensive especially since there has been no formal estimate for the repairs.

Commissioner Swig asked how many trucks are needed and how many trips are necessary to move main library books to Presidio Branch. Mr. Dowlin stated that approximately 2,500 boxes needed to be moved which could be handled by a 20 foot long truck making five trips.

Commissioner Normandy asked if manpower was available for the move. Mr. Dowlin reported that the Friends of the Library have received numerous calls from citizens offering their help.

PUBLIC COMMENT: Martha Heverly, Librarian at Library for the Blind, asked if the Library for the Blind will offer full walk-in service at Park branch and if there will be another interim move of the service before it is moved into the new main library. Mr. Dowlin responded that full walk-in service will be offered, another move is imminent due to Park Branch renovation, and that discussions will continue on whether or not the Library for the Blind will be housed in the new main.

Annette MacNair, librarian in Literature Department, expressed her concerns regarding the reopening and reorganization of the main library. She stated that according to her understanding, main library department heads feel that 90% of the resources are currently available, 10% of the resources are in the stacks. President Coulter questioned the accuracy of this figure, stating there are 1.2 million books in the Main, 900,000 of which are in the damaged stacks which DPW will not allow access to because of safety issues.

Ms. MacNair questioned the current inventory efforts, proposed book retrieval process, and the idea of utilizing current open spaces in the main for shelving of books. She asked for the immediate reopening of the main.

President Coulter responded that he understands that as a staff member, Ms. MacNair may be unhappy with reorganization of the collection and the staffing patterns necessary to manage the collection. He noted that there has not been an inventory of the collection in decades and that timing seems right to perform an inventory since books will be housed in new areas of the main and at offsite storage facilities. Public service should be enhanced by knowing where everything in the collection is located. The Commission wants the main reopened and functioning as quickly as possible. Mr. Dowlin and staff have targeted January 13 as the possible reopening date. President Coulter stated that reorganization of the collection is the responsibility of the professional staff and the commission will look at this issue as it relates to policy for the library.

A member of the audience asked if all staff have current assignments. Mr. Dowlin responded that all staff have assignments although some main library staff are working in the branches.

In response to a request for more children's services in the southern portion of the City, Neil Parikh, Coordinator of Children's Services, responded that two part-time and one full-time librarians have been hired for this purpose. Hope Hayes, Chief of Branches, reported that Reading Centers are now offering an additional hour of service.

Glenda Goldwater, Librarian in Literature Department, questioned an expeditious opening for the main library if its staff is inventorying the collection, doing telephone reference, staffing the information desk in front of the main and offering branch coverage. She stated that staff input has not been solicited in accomplishing these many tasks.

Commissioner Callanan asked if increased numbers of volunteers could help. Mr. Dowlin stated that while volunteers could be used to move boxes of materials, knowledgeable staff are necessary for completing the inventory. The maximum number of terminals which can be used for this purpose is nine, based on CLSI's limited capabilities.

On the recommendation of the City Librarian, it was moved by Commissioner Callanan and unanimously approved that the following actions be implemented to reopen the library system:

1. Inform Haight Ashbury Community Coalition of the need for relocating Library for the Blind to Park Branch.

2. Move Library for the Blind from Presidio Branch to Park Branch.

3. Use Presidio Branch for remote storage of main library materials.

4. Expand hours at Golden Gate Valley, Chinatown, Richmond, Mission and West Portal until January 13 when the main reopens.

(5:50 p.m. - President Coulter departs, Commissioner Kalil assumes the chair.)

BRANCH RENOVATIONS

Mr. Dowlin asked Commissioners to adopt a priority list for branch renovation. Realizing there is not adequate funding to perform required seismic upgradings, handicapped accessibility and electrical upgrades at all branches, the Department of Public Works has asked for direction from the Commission.

Mr. Dowlin reported that Rudolph Nothenberg, CAO, has stated that DPW is extremely interested in performing a complete engineering study of every branch library. He said he would like to include funds for the library in a $300 million June 1990 ballot proposition which could address branch needs not covered by library bond funds.

On the recommendation of the City Librarian, it was moved by Commissioner Callanan and unanimously approved that the following list of priorities for branch renovations be adopted:

1. Park
2. Sunset
3. Mission
4. Richmond
5. Chinatown (obtain additional State funds)
6. Noe Valley
7. West Portal
8. Merced

Park and Presidio Branches

Mr. Dowlin reported Park Branch and Presidio Branch are rated seismically as Class 4 buildings.

Re-Opening Main Children's Room

Karen Cox, Assistant City Librarian, reported that Neil Parikh and Linda Geistlinger have located space at the St. Boniface complex which can serve the children in the Tenderloin until the Main Children's Room is reopened. The space is located in the basement of the old grammar school and is adjacent to an area staffed by Recreation and Park Department personnel. Library custodians have offered to help clean the area which is currently used for storage.

Hours of operation will be from 2-5 p.m. weekday afternoons. A small, basic collection will be established and current plans call for opening the facility by December 4. This opening, coupled with an aggressive outreach to nearby schools, should establish library presence in the neighborhood before the children start Christmas vacation.

Commissioner Normandy congratulated staff for their success in finding a location for the children's room and commended Mr. Dowlin and his staff for the thorough study and evaluation of this evening's report.

There being no further business, the November 21, 1989 Special Commission Meeting was adjourned at 6:40 p.m.

NOTE: These minutes set forth all actions taken by the Library Commission on matters stated, but not necessarily the chronological order in which the matters were taken up.

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City and County of San Francisco
Public Library Commission

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Minutes

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President

JEAN KALIL
1st Vice President

EDWARD F. CALLANAN, JR.
2nd Vice President

DALE A. CARLSON
LONNIE K. CHIN
E. DENNIS NORMANDY
ROSELYN C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

RICHARD P. WALSH
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DECEMBER 5, 1989

The regular meeting of the San Francisco Public Library Commission was held Tuesday, December 5, 1989 in the commission room at the San Francisco Fire Department Headquarters.

I. Call to Order

President Coulter called the meeting to order at 4:35 p.m.

II. Roll Call

On roll call the following commissioners were noted present: President Coulter, Commissioners Callanan, Carlson, Chin, Kalil and Normandy. Commissioner Swig was excused.

III. Approval of Minutes

It was moved by Commissioner Normandy and unanimously approved that the October 3, 1989 minutes be approved as submitted.

IV. President's Report

Development Policy: President Coulter reported that copies of the draft of the Development Policy are currently available. The City Attorney has reviewed the policy and has suggested language which should be incorporated into the policy.

President Coulter asked that the City Attorney's suggestions be worked into the policy before final approval at next month's regular meeting.

V. City Librarian's Report

Earthquake Recovery Program: Mr. Dowlin reported that the library has gone through several phases of recovery since the earthquake. The first phase entailed damage assessment, reshelving thousands of books, performing safety repairs and opening nineteen branches two days following the earthquake. By November 17 it became obvious that federal funding will take several months to reach us in order to perform many needed repairs. Staff is actively seeking space for storing main library books. As of today there has only been one firm offer of 2,500 square feet of donated space while the need is approximately for 40,000 square feet.

Short term recovery goals include: reopening the Library for the Blind as soon as possible; reopening main library and offering most popular material by reorganization of collection; expanded hours at Golden Gate, Chinatown, Richmond, Mission and West Portal until Main Library is reopened.

Long term goals include repair to the main stacks and the third floor, north wing, of the building.

The video program, deaf program, branch library administration, periodical processing, graphic artist and Friends of the Library, all of which were housed on the third floor, north wing, have been relocated. Inventory of the collection using the circulation system will continue.

Mr. Dowlin stated that the decision to move Library for the Blind to Park Branch was based upon accessibility, availability and public transportation. It was essential that this unique unit of the library system be started up as quickly as possible.

He explained that in the absence of other available space, Presidio Branch is needed to store books from the main. It is the largest branch in the system and can accommodate about 50,000 books from the main. Although Presidio Branch suffered only minor damage during the October 17 quake, it is rated as one of the worst seismically-stable branches in the system.

President Coulter stated that current bond funds for branch renovation will only cover costs for six to eight branches. The Commission has prioritized the branch renovation program and Presidio Branch is not included in the first eight branches to be remodeled.

Commissioner Kalil asked for more information on the repair to the main stacks. Mr. Dowlin responded that the stacks must be temporarily reattached to allow limited access by staff in order to pick up the estimated 300,000 books on the glass floors. DPW hopes to have the stacks reattached by a private contractor by December 18. Once the stacks are stable, staff will assess the books for damage. Undamaged books will either be retained in the main, be sent to Presidio and be retrievable, or be sent to another storage site. Help from volunteers and the San Francisco Conservation Corps will be needed to accomplish this.

Public Comment: William Gaus testified on behalf of Ralph Maltes and the after school program at Park Branch. He stressed that the current childcare program at Park is a model program benefitting many needy children. He expressed concern that the Library Commission has a contrary opinion and has not given Mr. Maltes an opportunity to defend his program or his character. He stated that neighbors in the Haight Ashbury district have been extremely pleased with this program.

Rick Faulkner, representing the Board of Directors of H.A.P.P.Y., (after school program at Park Branch) said that since the earthquake, no one from the library has informed him on the status of continuing the program at Park. President Coulter stated that he sent a letter to the organization more than a week ago explaining the current situation involving library services and its relation to use of Park Branch meeting rooms. Mr. Faulkner asked that the meeting room be made immediately available to H.A.P.P.Y. and that Library for the Blind be located elsewhere.

Ralph Maltes, Director of H.A.P.P.Y., said he would be glad to share the space with other groups. His organization has sent more than fourteen letters to the library, of which only one was answered. He stated that he and others involved in the program were not notified when the Operations/Automation Committee discussed the program. He alleged that Park Branch staff have been mistreating the children who attend the program. Mr. Maltes offered his assistance to develop similar programs for other branch libraries.

Mr. Maltes introduced various children who spoke about how their lives have been enriched by the program and contended that they have been harassed by the branch librarian.

Commissioner Kalil commented that communication between the library and the groups utilizing meeting rooms has been poor. The current situation should not have escalated to this point if policy was firmly established. She stated she has high commendation for the current program and hopes the commission, staff and various neighborhood groups can find ways to improve communications and regrets the way things have been handled over the last four months.

In response to a question by Commissioner Callanan, Mr. Maltes stated that the relationship between branch staff and H.A.P.P.Y. representatives has deteriorated. Mr. Maltes stated that he is the only paid staff person, and that the daily program begins at 2:00 p.m. Last year there was an average of 30 children each month/10 each day. This year's attendance has totaled 112; 50% of the children have special needs; 90% are low income.

Commissioner Carlson stated that Park Branch must be vacated when branch renovation begins. The earthquake has caused an emergency situation and the Library for the Blind needs an immediate home. Park Branch can serve the blind community which is why it was chosen.

President Coulter stated that the decision to use Park Branch meeting room for the Library for the Blind is not based on the quality of the H.A.P.P.Y. program but to accommodate the needs of the library as a system.

Jim Rhoads, President of Haight Ashbury Neighborhood Council, said his group would like to see a schedule of when the branch might reopen. He

suggested that Hastings be asked to supply space for main library books. Mr. Dowlin stated that the Mayor's Office has done some preliminary work with Hastings and that he will continue to track the possibility.

Christine Hall, H.A.N.C., said she asked the Commission Secretary for months to bring the matter to the attention of the Commission. The Operations/Automation Committee finally met to discuss the issue in September. A follow up meeting was scheduled for October 26 but never took place. Her group heard that Park would remain closed indefinitely and then were appalled to read in the Independent that Library for the Blind was moving into the lower level at Park. She complained that proper notice was not given of the decision to move the Library for the Blind.

Martha Rodiettia, Executive Director of Children's Council Childcare Switchboard, asked that the issue of prioritizing services to children be placed on a future agenda. Many people are looking at H.A.P.P.Y. as a model to be used at other branch libraries.

President Coulter stated that the Strategic Plan addresses services to children and invited Ms. Rodiettia to be an active participant during public hearings on the plan.

Melissa Riley, Librarian at Presidio Branch, suggested dividing up the 50,000 main library books which need to be stored at Presidio Branch and dispersing them throughout the branch system. The circulation system can keep track of them and branch staff can easily retrieve them.

Janet Berenson, Neighborhood Council member representing Presidio Branch, asked for further information on the earthquake damage at Presidio. She said that building inspectors toured the building on October 18 when it was green tagged. She asked why the branch has not reopened? Who ordered it closed? Why was staff sent to other branches? Why have the neighborhood residents been denied access? Why has the branch been taken away from the users without public notice? Why has the collection been dismantled by librarians and sent to other branches? Why has the paperback collection been thrown in the trash? She said she felt that the quake is being used as an excuse to close the branch.

She stated that taxpayer dollars were used to remodel the branch, install an elevator and wheelchair ramps. She asked for the immediate cessation of further dismantling of the collection and called for immediate reopening of the branch. She asked the Commission to come to the neighborhood and hold a public hearing to explain what steps are being taken to restore the Presidio Branch and Library for the Blind to the community.

Barbara Seegal expressed her displeasure on how it was determined to close Presidio Branch. She asked for a public hearing and presented a petition which asked for a public hearing and reconsideration of the closure. The

Presidio Heights Association of Neighbors oppose the closure of Presidio Branch and unanimously passed a resolution to that effect.

Ms. Seegal stated that the structural engineer hired by the library has stated that the few cracks which occurred at Park and Presidio branches as a result of the earthquake are not structural in nature. She asked that services at Presidio Branch be continued regardless of what storage problems the main library has.

President Coulter detailed why Presidio Branch was selected for storage: lack of available storage in other library buildings; no funding for renting commercial storage sites; and seeting of priorities for branch renovations.

Commissioner Carlson explained current budget constraints, seismic ranking of branches as they are currently submitted and plans for expenditure of the $5 million of bond funds.

Virginia Frings said she still does not understand why Presidio Branch was chosen for storage. Other public buildings that need seismic upgrading are still open. Why has the Commission not publicly announced the need for storage space? She offered space in her basement for storing books. She said teenagers and senior citizens will volunteer to work in the library in order to keep branches open. She stated that she will not take her children to the Main Library or Marina Branch because of the homeless population using those facilities.

Steve Pantos asked what will happen to the books at Presidio Branch. Mr. Dowlin stated the collection will be dispersed to other branches. Mr. Pantos thought it would be feasible to solve the storage problems if all main library patrons check out 20-30 books to negate storage needs.

Joel Ventresca, past president of Coalition of San Francisco Neighborhoods, said that this organization is opposed to closing libraries. He asked that Presidio Branch be given a higher priority for renovation. He suggested submitting a supplemental budget request, an additional bond measure or increased federal and state aid to keep all libraries open. He said all libraries which are ranked 4 on the seismic scale should be remodeled first. He said the Presidio of San Francisco or San Francisco Unified School District can house the main library books which need to be stored. When asked how many square feet are needed to store books from the main stacks, Mr. Dowlin responded that approximately 40,000 square feet are required.

Annette MacNair, Literature Department librarian, stated that the main library could have opened two weeks ago with 70% of the collection. Reorganization of the collection as it is now will allow for only the most popular of circulating books, and enormous problems are being created by this reorganization with each book being handled five or six times.

Ralph Maltes suggested that everyone at today's meeting write to the Mayor and Board of Supervisors protesting changes in service at Presidio and Park Branches.

Sally Brunn, Keep Libraries Alive, felt that community support for the library system is being threatened. She called for a better communication process which will help in a future crisis.

VIII. *Committee Report*

Personnel

It was moved by Commissioner Callanan and unanimously approved that Resolution #1510 be adopted. (Resolution #1510 attached.)

IX. *Unfinished Business*

Strategic Plan

Mr. Dowlin stated that the document is being updated and will be presented at next month's meeting. He asked commissioners to let him know of any other points which should be included in the plan.

X. *New Business*

President Coulter appointed the following commissioners to the Nominating Committee for 1990 officers: Commissioner Carlson, chair; Commissioners Chin and Normandy, members.
Commission members agreed to hold a public meeting on Thursday, December 14 at 7:00 p.m. at Western Addition Branch to review the process the Commission followed in the earthquake recovery efforts and specifically how this relates to the Presidio Branch.

XI. *Adjournment*

There being no further business to discuss, the meeting was adjourned at 8:45 p.m. The next regular meeting of the Library Commission will be held on Tuesday, January 2, 1990 at 4:30 p.m. in the Commission Room at Fire Department Headquarters, 260 Golden Gate Avenue.

Richard Walsh

Richard Walsh, Secretary
Library Commission

RESOLUTION #1510

APPROVAL OF NON-CIVIL SERVICE TEMPORARY AND RECERTIFICATION OF TEMPORARY APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1989. ALSO RESIGNATIONS OF NON-CIVIL SERVICE TEMPORARY AND PART-TIME POSITIONS MADE DURING THE MONTH OF NOVEMBER, 1989.

RESOLVED, That the following Non-Civil Service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November, 1989 be approved:

3602 Library Page, Part-Time

Mary O'Neil

3630 Librarian I, Part-Time

Kathleen Keeler

3632 Librarian II, Full-Time

Martha Goddard

3616 Library Technical Assistant I, Full-Time

Ackerman Jones

1446 Secretary II, Full-Time

Sandra Jones

AND FURTHER, That the following resignations of Non-Civil Service, temporary and part-time positions, be accepted.

3602 Library Page, Part-Time

Richard Hsu
Nathan Steller
Kirk Schneider
Quoc C. Tran
Myphuong Tran